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Dwight Spivey

Apple expert, father of four, and coffee fiend

iPhone® For Seniors

2022 Edition

by Dwight Spivey

for dummies®
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Contents at a Glance

Introduction 1

Part 1: Getting to Know Your iPhone 5

CHAPTER 1: Buying Your iPhone 7
CHAPTER 2: Exploring the Home Screen 21
CHAPTER 3: Getting Going 41
CHAPTER 4: Beyond the Basics 57
CHAPTER 5: Managing and Monitoring iPhone Usage 71

Part 2: Using Your iPhone 89

CHAPTER 6: Making and Receiving Calls 91
CHAPTER 7: Organizing Contacts 111
CHAPTER 8: Communicating with FaceTime and Messages 129
CHAPTER 9: Using Handy Utilities 151
CHAPTER 10: Making Your iPhone More Accessible 167
CHAPTER 11: Conversing with Siri 193

Part 3: Exploring the Internet and Apps 207

CHAPTER 12: Browsing with Safari 209
CHAPTER 13: Working with Email in the Mail App 227
CHAPTER 14: Expanding Your iPhone Horizons with Apps 251
CHAPTER 15: Socializing with Facebook, Twitter, and Instagram 271

Part 4: Enjoying Media 279

CHAPTER 16: Shopping the iTunes Store 281
CHAPTER 17: Reading Books 289
CHAPTER 18: Enjoying Music and Podcasts 299
CHAPTER 19: Taking and Sharing Photos 319
CHAPTER 20: Creating and Watching Videos 335
CHAPTER 21: Navigating with Maps 349

Part 5: Living with Your iPhone 365
CHAPTER 22: Keeping on Schedule with Calendar and Clock. 367
CHAPTER 23: Working with Reminders and Notifications. 383
CHAPTER 24: Keeping Tabs on Your Health. 403
CHAPTER 25: Troubleshooting and Maintaining Your iPhone 419

Index 431

Table of Contents

INTRODUCTION 1
About This Book 1
Foolish Assumptions 1
Icons Used in This Book 2
Beyond the Book 2
Where to Go from Here 3

PART 1: GETTING TO KNOW YOUR IPHONE 5

CHAPTER 1: **Buying Your iPhone** 7
Discover the Newest iPhones and iOS 15 8
Choose the Right iPhone for You 11
Decide How Much Storage Is Enough 15
Understand What You Need to Use Your iPhone 16
Where to Buy Your iPhone 18
What's in the Box 18
Take a First Look at the Gadget 19

CHAPTER 2: **Exploring the Home Screen** 21
What You Need to Use the iPhone 22
Turn On iPhone for the First Time 23
Meet the Multi-Touch Screen 24
Say Hello to Tap and Swipe 27
Introducing App Library 31
Display and Use the Onscreen Keyboard 34
    Keyboard shortcuts 35
    The Shift key 36
    Emojis 37
    QuickPath 38
Flick to Search 38
Wonderful Widgets 39

CHAPTER 3: **Getting Going** 41
Update the Operating System to iOS 15 41
Learn App Switcher Basics 43
Examine the iPhone Cameras 44

Take a Look at Face ID 46
Discover Control Center 47
Lock Screen Rotation 50
Explore the Status Bar 50
Take Inventory of Preinstalled Apps 51
Put Your iPhone to Sleep or Turn It Off 55

CHAPTER 4: **Beyond the Basics** 57
Charge the Battery by Plugging In 58
Charge the Battery Wirelessly 59
Sign into an Apple ID for Music, Movies, and More 59
Sync Wirelessly 61
Understand iCloud 64
Turn on iCloud Drive 67
Set Up iCloud Sync Settings 67
Browse Your iPhone's Files 68

CHAPTER 5: **Managing and Monitoring iPhone Usage** 71
Meet Screen Time 72
Create Some Downtime 75
Allow Certain Apps During Downtime 76
Set App Limits 78
Set Content and Privacy Restrictions 81
Manage Children's Accounts 85

PART 2: USING YOUR IPHONE 89

CHAPTER 6: **Making and Receiving Calls** 91
Place a Call by Using the Keypad 92
End a Call 93
Place a Call by Using Contacts 94
Return a Recent Call 96
Use Favorites 97
Receive a Call 99
Use Tools During a Call 101
Turn On Do Not Disturb 103
Set Up a Driving Focus 104
Set Up Exceptions for Do Not Disturb 106

Reply to a Call via Text or Set a Reminder to Call Back. 107
Change Your Ringtone. 108

CHAPTER 7: **Organizing Contacts** 111
Add a Contact 112
Sync Contacts with iCloud. 114
Assign a Photo to a Contact 116
Add Social Media Information 118
Designate Related People. 120
Set Individual Ringtones and Text Tones 122
Search for a Contact 123
Share a Contact 125
Delete a Contact. 127

CHAPTER 8: **Communicating with FaceTime and Messages**. 129
What You Need to Use FaceTime. 130
An Overview of FaceTime 131
Make a FaceTime Call with Wi-Fi or Cellular. 132
Accept and End a FaceTime Call. 134
Switch Views 137
Set Up an iMessage Account 138
Use Messages to Address, Create, and Send Messages. 140
Read Messages. 141
Clear a Conversation 142
Send Emojis with Your Text 143
Use App Drawer 145
Send and Receive Audio 147
Send a Photo or Video. 148
Understand Group Messaging. 150
Activate the Hide Alerts Feature 150

CHAPTER 9: **Using Handy Utilities** 151
Use the Calculator App 151
Find Your Way with Compass. 153
Record Voice Memos. 155
Measure Distances and Level Objects 158
Discover the Home App 161
Translate Words and Phrases 162

CHAPTER 10: **Making Your iPhone More Accessible** 167
Set Brightness 168
Change the Wallpaper 169
Set Up VoiceOver 171
Use VoiceOver 173
Use iPhone with Hearing Aids 176
Adjust the Volume 177
Set Up Subtitles and Captioning 178
Manage Other Hearing Settings 179
Turn On and Work with AssistiveTouch 180
Turn On Additional Physical and Motor Settings 183
Focus Learning with Guided Access 184
One-Handed Keyboard 186
Control Your iPhone with a Tap on the Back 188
Control Your iPhone with Voice Control 189
Adjust Accessibility Settings on a Per-App Basis 191

CHAPTER 11: **Conversing with Siri** 193
Activate Siri 194
Discover All That Siri Can Do 197
Get Suggestions 200
Call Contacts 200
Create Reminders and Alerts 201
Add Events to Your Calendar 202
Play Music 202
Get Directions 204
Ask for Facts 205
Search the Web 205
Send Email, Messages, or Tweets 206
Use Dictation 206

PART 3: EXPLORING THE INTERNET AND APPS 207

CHAPTER 12: **Browsing with Safari** 209
Connect to the Internet 210
Explore Safari 211
Navigate Web Pages 213
Use Tabbed Browsing 215
Organize with Tab Groups 217

View Browsing History . . . 219
Search the Web . . . 220
Add and Use Bookmarks . . . 222
Download Files . . . 223
Translate Web Pages . . . 225

CHAPTER 13: **Working with Email in the Mail App** . . . 227
Add an Email Account . . . 228
Manually Set Up an Email Account . . . 230
Open Mail and Read Messages . . . 232
Reply to or Forward Email . . . 234
Create and Send a New Message . . . 236
Format Email . . . 238
Search Email . . . 242
Mark Email as Unread or Flag for Follow-Up . . . 243
Create an Event from Email Contents . . . 245
Delete Email . . . 247
Organize Email . . . 248
Create a VIP List . . . 249

CHAPTER 14: **Expanding Your iPhone Horizons with Apps** . . . 251
Explore Senior-Recommended Apps . . . 252
Search the App Store . . . 255
Get Applications from the App Store . . . 256
Organize Your Applications on Home Screens . . . 258
Organize Apps in Folders . . . 260
Delete Apps You No Longer Need . . . 262
Offload Apps to Keep Data . . . 263
Update Apps . . . 265
Purchase and Download Games . . . 268
Challenge Friends in Game Center . . . 270

CHAPTER 15: **Socializing with Facebook, Twitter, and Instagram** . . . 271
A Few Social Media Dos and Don’ts . . . 272
Find and Install Social Media Apps . . . 273
Create a Facebook Account . . . 274
Customize Facebook Settings for Your iPhone . . . 275
Create a Twitter Account . . . 277
Create an Instagram Account . . . 278

PART 4: ENJOYING MEDIA 279

CHAPTER 16: **Shopping the iTunes Store** 281
Explore the iTunes Store 281
Buy a Selection 283
Rent Movies 285
Use Apple Pay and Wallet 287
Set Up Family Sharing 287

CHAPTER 17: **Reading Books** 289
Find Books with Apple Books 289
Buy Books 292
Navigate a Book 293
Adjust Brightness in Apple Books 295
Change the Font Size and Type 296

CHAPTER 18: **Enjoying Music and Podcasts** 299
View the Music Library 300
Create Playlists 302
Search for Music 303
Play Music 305
Shuffle Music 309
Listen with Your Earbuds 310
Listen with Spatial Audio 311
Use AirPlay 312
Play Music with Radio 313
Find and Subscribe to Podcasts 314
Play Podcasts 317

CHAPTER 19: **Taking and Sharing Photos** 319
Take Pictures with the iPhone Cameras 320
Save Photos from the Web 324
View an Album 326
View Individual Photos 327
Edit Photos 328
Organize Photos 330
Share Photos with Mail, Twitter, or Facebook 331
Share a Photo Using AirDrop 332
Share Photos Using iCloud Photo Sharing 334
Delete Photos 334

CHAPTER 20: **Creating and Watching Videos** 335
Capture Your Own Videos with the Built-In Cameras 336
Using QuickTake for Videos 337
Edit Videos 339
Play Movies or TV Shows with the TV App 340
  Content from third-party providers 342
  Content from the iTunes Store 344
Turn On Closed-Captioning 346
Delete a Video from the iPhone 347

CHAPTER 21: **Navigating with Maps** 349
Go to Your Current Location 350
Change Views 351
Zoom In and Out 353
Go to Another Location or a Favorite 355
Drop a Marker (or Pin) 356
Find Directions 358
Get Turn-by-Turn Navigation Help 359
Go Globetrotting! 363

PART 5: LIVING WITH YOUR IPHONE 365

CHAPTER 22: **Keeping on Schedule with Calendar and Clock** 367
View Your Calendar 368
Add Calendar Events 371
Add Events with Siri 372
Create Repeating Events 373
View an Event 374
Add an Alert to an Event 374
Search for an Event 376
Delete an Event 377
Display the Clock App 378
Set an Alarm 379
Use Stopwatch and Timer 380

CHAPTER 23: **Working with Reminders and Notifications** 383
Create a Reminder 384
Edit Reminder Details 385

Schedule a Reminder by Time, Location, or When Messaging . . . 387
Create a List . . . 389
Sync with Other Devices and Calendars . . . 390
Mark as Complete or Delete a Reminder . . . 391
Get Notified! . . . 393
  Notification summaries . . . 394
  Set notification types . . . 396
  View Notification Center . . . 398
Stay Focused and Undisturbed . . . 400
  Set up a focus . . . 400
  Turn on a focus . . . 402

CHAPTER 24: **Keeping Tabs on Your Health** . . . 403
Understand the Health App . . . 404
  Apps that Health can collaborate with . . . 407
  Equipment that connects with Health . . . 408
Create Your Medical ID . . . 408
Become an Organ Donor . . . 410
View Health App Data . . . 411
Import and Export Health Data . . . 414
Sharing Is Caring . . . 414
View Health Records . . . 416

CHAPTER 25: **Troubleshooting and Maintaining Your iPhone** . . . 419
Keep the iPhone Screen Clean . . . 420
Protect Your Gadget with a Case . . . 421
Extend Your iPhone’s Battery Life . . . 422
Deal with a Nonresponsive iPhone . . . 425
Update the iOS Software . . . 426
Find a Missing Apple Device . . . 427
Back Up to iCloud . . . 429

INDEX . . . 431

Introduction

Apple's iPhone is designed to be easy to use, but you can still spend hours exploring the preinstalled apps, discovering how to change settings, and figuring out how to sync the device to your computer or through iCloud. (If you don't know what iCloud is, no worries; we dive into it in Chapter 4.) I've invested those hours so that you don't have to — and I've added battle-tested advice and tips so that you can become an expert with your iPhone, regardless of which model you own.

This book will get you up and running with your iPhone quickly and painlessly so that you can confidently move on to the fun part. Apple does a legendary job of making their devices and software intuitive, but having a book like this is akin to having a good friend by your side who's tech-savvy and ready to lend a helping hand when you need it.

About This Book

This book is written for mature people like you — folks who may be relatively new to using a smartphone and who want to discover the basics of buying an iPhone, making and receiving phone and video calls, working with apps, getting on the internet, enjoying music and photos, and discovering all the other tricks the iPhone can do. In writing this book, I've tried to consider the types of activities that might interest someone who is 50 years old or older and picking up an iPhone for the first time. As a quinquagenarian myself, I want to make certain that you get the most bang for your buck with this tome.

Foolish Assumptions

This book is organized by sets of tasks. These tasks start at the beginning, assuming that you've never laid your hands on an iPhone, and guide you through basic steps using nontechnical language.

iPhone For Seniors For Dummies covers going online using either a Wi-Fi or cellular connection, browsing the web (Chapter 12), and checking email (Chapter 13). I also assume that you'll want to use the Apple Books e-reader app, so I cover its features in Chapter 17. I tackle all kinds of neat things you can do with your iPhone, such as monitoring the use of your iPhone and its apps (Chapter 5), discovering new apps (Chapter 14), taking and sharing photos and videos (Chapters 19 and 20, respectively), and tracking your health (Chapter 24)!

Icons Used in This Book

Icons are tiny pictures in the margin that call your attention to special advice or information.

TIP

This brief piece of advice helps you take a skill further or provides an alternate way to do something.

WARNING

Heads up! This is something that might wreak havoc on your iPhone or that could be difficult or expensive to undo.

REMEMBER

This information is so useful, it's worth keeping in your head — not just on your bookshelf.

TECHNICAL STUFF

This information isn't essential, but it's neat to know.

Beyond the Book

There's even more iPhone information on `www.dummies.com`. This book's cheat sheet offers tips on using Siri and suggests all kinds of apps that you can use to make the most of your iPhone. To get to the cheat sheet, go to `www.dummies.com`, and then type **iPhone For Seniors For Dummies Cheat Sheet** in the search box.

Where to Go from Here

You can work through this book from beginning to end or simply open a chapter to solve a problem or acquire a specific new skill. The steps in each task quickly get you where you want to go, without a lot of technical explanation.

When I wrote this book, all the information was accurate for the iPhone SE (1st and 2nd generations), 6s and 6s Plus, 7 and 7 Plus, 8 and 8 Plus, X (the Roman numeral for ten), XR, XS, XS Max, 11, 11 Pro, 11 Pro Max, 12, 12 mini, 12 Pro, 12 Pro Max, 13, 13 mini, 13 Pro, and 13 Pro Max, along with version 15 of iOS (the operating system used by the iPhone).

Apple is likely to introduce new iPhone models and versions of iOS between book editions. If you've bought a new iPhone and found that its hardware, user interface, or iPhone-related software on your computer (such as iTunes or Music) looks a little different than what is presented here, check out what Apple has to say at `www.apple.com/iphone` and `www.apple.com/ios`. You'll find updates on those sites regarding the company's latest releases.

1

Getting to Know Your iPhone

IN THIS PART . . .

- Meeting your new iPhone
- Navigating your iPhone
- Discovering installed apps
- Activating special features
- Monitoring how your iPhone is being used

IN THIS CHAPTER

- **» Discover what's new in iPhones and iOS 15**
- **» Choose the right iPhone for you and find where to buy it**
- **» Understand what you need to use your iPhone**
- **» Explore what's in the box**
- **» Take a look at the gadget**

Chapter 1

Buying Your iPhone

You've read about it. You've seen the lines at Apple Stores on the day a new version of the iPhone is released. You're so intrigued that you've decided to get your own iPhone so you can have a smartphone that can do much more than make and receive calls. Perhaps you're not new to smartphones but are ready to make the switch to the ultimate in such devices. With your iPhone, you can have fun with apps such as games and exercise trackers; explore the online world; read e-books, magazines, and other periodicals; take and organize photos and videos; listen to music and watch movies; and a lot more.

Trust me: You've made a good decision, because the iPhone redefines the mobile phone experience in an exciting way. It's also a perfect fit for seniors.

In this chapter, you learn about the advantages of the iPhone, as well as where to buy this little gem and associated data plans. After you have one in your hands, I help you explore what's in the box and get an overview of the little buttons and slots you'll encounter — luckily, the iPhone has very few of them.

Discover the Newest iPhones and iOS 15

Apple's iPhone gets its features from a combination of hardware and its software operating system, which is called *iOS* (short for *iPhone operating system*). The most current version of the operating system is iOS 15. It's helpful to understand which new features the latest models and iOS 15 bring to the table (all of which are covered in more detail in this book).

Apple's latest additions to the iPhone family are the iPhone 13, 13 mini, 13 Pro, and 13 Pro Max. Like their predecessors, they're highly advanced smartphones that leave competitors in the dust. Here are some of the key features of the latest iPhone models:

- **An A15 Bionic chip:** Each of the four new iPhone models includes the new A15 chip. The truly innovative tech in these models demands a processor that can handle some heavy lifting while still being able to answer calls and retrieve email.
- **5G:** The latest iPhones support 5G, which is the latest — and by far the fastest — cellular wireless technology. 5G promises to expand the connectivity of not only our smartphones but just about any device that supports the technology, including computers, cars, and smart home devices. 5G has the potential to change global communication, providing ridiculously fast and reliable connectivity.
- **Splash, water, and dust resistance:** Your new iPhone 13, 13 mini, 13 Pro, or 13 Pro Max is resistant to damage caused by water splashing onto it or from dust collecting in it.

  TIP

  You might consider acquiring AppleCare+, which is Apple's extended warranty, currently priced at $149 for iPhone 13 and 13 mini, or $199 for iPhone 13 Pro and 13 Pro Max. AppleCare+ covers two incidents of accidental damage, which could more than cover the cost of repairing your iPhone without it. You can also get AppleCare+ with theft and loss coverage for all four models for $70 more.

Now, you don't want to take your iPhone 13 model deep-sea diving, but it's likely to survive submersion in about six meters of water for up to 30 minutes. Mind you, these numbers have been tested in labs and aren't based on real-world conditions. In other words, if your iPhone 13 model gets wet, it's much more likely to survive the ordeal than older iPhone iterations, but it still isn't something you'd like to see happen to your expensive investment.

- **MagSafe charging:** iPhone 13 models include MagSafe charging, which uses Apple's MagSafe technology to charge your iPhone with a magnetic connector that snaps onto the back of the device. Apple also has a series of MagSafe-compatible accessories, such as cases and wallets, so you can charge your iPhone even if those accessories are attached.
- **Ceramic Shield:** The toughness and durability of Apple's screens just keeps getting better. Ceramic Shield was developed by Apple and Corning, and according to them, it's the toughest screen ever for a smartphone, making it four times more likely than other smartphones to survive a drop unscathed.

WARNING

Don't think your iPhone is unbreakable. Cases are still a good — no, make that a great — idea. As mentioned, Apple has a line of cases that not only protect your iPhone but also allow for wireless MagSafe and Qi charging. (Qi is an industry-standard wireless charging technology used by Apple and most smartphone manufacturers.)

Any iPhone model from the iPhone SE (first generation) forward can use most features of iOS 15 if you update the operating system (discussed in detail in Chapter 3). This book is based on iOS 15.

This update to the operating system adds many features, including (but definitely not limited to) the following:

- **Focus:** Think of Focus as an extension of the Do Not Disturb feature. You can customize a focus to filter notifications based on what you're doing at the moment. The default focus modes are personal, work, and sleep, and notifications are filtered based on their settings.
- **Safari:** iOS 15 gives Safari a whole new look and makes navigation easier. Tab groups are a welcome new feature that allow you to group your open web pages any way you like.
- **Maps:** Like Safari, Maps got a nice interface overhaul. Three-dimensional items like mountain ranges, buildings, trees, and more get nice upgrades to render them more lifelike, making it easier to follow directions and recognize locations. A more detailed driving map is also a great enhancement.
- **FaceTime:** You can now schedule calls using FaceTime (this one falls into the "it's about time" category . . .) and send links to participants. Also, the interface got a refresh and the enhancements to sound technologies make hearing call participants much easier.
- **Weather:** Weather gets better graphics and more detailed forecasts, as well as precipitation notifications. This update (finally) brings the Weather app more in line with some of the better weather apps for iOS.
- **Live text:** Live text lets you interact with text in images. For example, if the text is an address, you can tap it to open the address in Maps. Or you can select text from a photo and copy it into a document. Live text is a great addition to iOS 15.

These are but a few of the improvements made to the latest version of iOS. I suggest visiting `www.apple.com/ios/ios-15` to find out more.

TIP

Don't need all the built-in apps? You can remove them from your Home screen. When you remove a built-in app from your Home screen, you aren't deleting it — you're hiding it. (Note that the built-in apps take up very little of your iPhone's storage space.) And if you change your mind, you can easily add them back to your Home screen by searching for them in the App Store and tapping the Get button.

Choose the Right iPhone for You

A variety of iPhone models are on the market; it can be daunting when trying to decide which one you want to purchase. In this section, I focus on Apple's newest models, the iPhone 13 series. If you'd like to explore others, Apple has a great tool for making comparisons at `www.apple.com/iphone/compare`.

The sizes of the latest iPhone 13 models vary:

- iPhone 13 measures 2.82" by 5.78" (6.1" diagonally) with a depth of .30 inches (see **Figure 1-1**).
- iPhone 13 mini measures 2.53" by 5.18" (5.4" diagonally) with a depth of .30 inches (also shown in Figure 1-1).
- iPhone 13 Pro measures 2.82" by 5.78" (6.1" diagonally) with a depth of .30 inches (see **Figure 1-2**).
- iPhone 13 Pro Max measures 3.07" by 6.33" (6.7" diagonally) with a depth of .30 inches (also shown in Figure 1-2).

You can get iPhone 13 and 13 mini in Starlight, Midnight, blue, pink, and a beautiful Product Red version. iPhone 13 Pro and 13 Pro Max come in gold, silver, graphite, and a great-looking Sierra Blue.

Image courtesy of Apple, Inc.

FIGURE 1-1

Other differences between iPhone models come primarily from the current operating system, iOS 15, which I cover in the remaining chapters of the book.

Image courtesy of Apple, Inc.

FIGURE 1-2

Not sure whether to get an iPhone 13 model? Here are a few more key differences:

- The battery life of the iPhone 13 Pro Max is longer than the other models. For example, audio playback time on the 13 Pro Max is rated at 95 hours versus 75 hours on the 13 and 13 Pro, with the 13 mini maxing out at 55 hours.

- iPhone 13 Pro and 13 Pro Max have triple rear-facing cameras, providing amazing optical zoom, portrait mode, and other features. The 13 and 13 mini have dual rear-facing cameras.
- Screen resolution: The higher the resolution the better, especially for larger screens since you need to pack more pixels (the tiny dots of color that make up the images) into a larger space. The iPhone 13 and 13 Pro provide 2532 x 1170 resolution; 13 mini boasts 2340 x 1080; and 13 Pro Max provides a stunning 2778 x 1284.

Table 1-1 gives you a quick comparison of iPhone SE (second generation), 11, 12, 12 mini, 13, 13 mini, 13 Pro, and 13 Pro Max (models currently sold by Apple). All costs are as of the time this book was written. (Some carriers may introduce non-contract terms.)

TABLE 1-1 **iPhone Model Comparison**

Model	Storage	Cost (may vary by carrier)	Carriers
SE (second generation)	64GB and 128GB	From $399	AT&T, Verizon, Sprint, T-Mobile
11	64GB and 128GB	From $499	AT&T, Verizon, Sprint, T-Mobile
12	64GB, 128GB, and 256GB	From $699	AT&T, Verizon, Sprint, T-Mobile
12 mini	64GB, 128GB, and 256GB	From $599	AT&T, Verizon, Sprint, T-Mobile
13	128GB, 256GB, and 512GB	From $799	AT&T, Verizon, Sprint, T-Mobile
13 mini	128GB, 256GB, and 512GB	From $699	AT&T, Verizon, Sprint, T-Mobile
13 Pro	128GB, 256GB, 512GB, and 1TB	From $999	AT&T, Verizon, Sprint, T-Mobile
13 Pro Max	128GB, 256GB, 512GB, and 1TB	From $1,099	AT&T, Verizon, Sprint, T-Mobile

TIP

One exciting pricing option is the iPhone Upgrade Program. You choose your carrier, get an unlocked phone so you can change carriers, and receive Apple Care+ to cover you in case your phone has problems, all starting at a cost of $35.33 a month (depending on the iPhone model you select). The price does not include data usage from your carrier. Check out `www.apple.com/shop/iphone/iphone-upgrade-program` for more information.

Decide How Much Storage Is Enough

Storage is a measure of how much information — for example, movies, photos, and software applications (apps) — you can store on a computing device. Storage can also affect your iPhone's performance when handling such tasks as streaming favorite TV shows from the web or downloading music.

TIP

Streaming refers to playing video or music content from the web (or from other devices) rather than playing a file stored on your iPhone. You can enjoy a lot of material online without ever downloading its full content to your phone — and given that the most storage-endowed iPhone model has a relatively small amount of storage, streaming is a good idea. See Chapters 18 and 20 for more about getting your music and movies online.

Your storage options with an iPhone 13 or 13 mini are 128, 256, and 512 gigabytes (GB), while 13 Pro and 13 Pro Max are 128GB, 256GB, 512GB, and 1TB (terabyte, which is 1000GB). You must choose the right amount of storage because you can't open the unit and add more, as you usually can with a desktop computer. However, Apple has thoughtfully provided iCloud, a service you can use to back up content to the internet. (You can read more about iCloud in Chapter 4.)

How much storage is enough for your iPhone? Here's are some guidelines:

» If you simply want to check email, browse the web, keep your calendar up to date, and write short notes to yourself, 128GB likely is plenty.

- For most people who manage a reasonable number of photos, download some music, and watch heavy-duty media such as movies online, 256GB may be sufficient. But if you might take things up a notch regarding media consumption and creation in the future (such as the newest grandchild being on the way soon), you should seriously consider 512GB.
- If you like lots of media, such as movies or TV shows, you might need 512GB or 1TB. For example, shooting 4K video at 60 frames per second will take roughly 1GB of storage space for every two and a half minutes of footage. If you shoot a lot of video, 1TB of storage might be more appealing.

TECHNICAL STUFF

Do you know how big a *gigabyte* (GB) is? Consider this: Just about any computer you buy today comes with a minimum of 256GB of storage. Computers have to tackle larger tasks than iPhones, so that number makes sense. The iPhone, which uses a technology called *flash storage* for storing data, is meant (to a great extent) to help you experience online media and email; it doesn't have to store much since it pulls lots of content from the internet. In the world of storage, 64GB for any kind of storage is puny if you keep lots of content (such as audio, video, and photos) on the device.

What's the price for larger storage? For the iPhone 13, a 128GB unit costs $799, 256GB is $899, and 512GB will set you back $1,099. iPhone 13 mini with 128GB goes for $699, 256GB at $799, and 512GB for $999. iPhone 13 Pro with 128GB is $999, 256GB is $1,099, 512GB goes for $1,299, and the model tops out at $1,499 for 1TB. Not to be outdone, iPhone 13 Pro Max is the priciest: $1,099 for 128GB, $1,199 for 256GB, $1,399 for 512GB, and $1,599 for 1TB. Note that prices may vary by carrier and where you buy your phone.

Understand What You Need to Use Your iPhone

Before you head off to buy your iPhone, you should know what other connections and accounts you'll need to work with it optimally.

At a minimum, to make standard cellular phone calls, you need to have a service plan with a cellular carrier (such as AT&T or Verizon), as well as a data plan that supports iPhone. The data plan allows you to exchange information (such as emails and text messages) over the internet and download content (such as movies and music) without need of a Wi-Fi connection. Before you sign up, try to verify the strength of cellular coverage in your area (ask your local cellular company representatives for more info), as well as how much data your plan provides each month.

You also need to be able to update the iPhone operating system (iOS). Without a phone carrier service plan, you can update iOS either wirelessly over a Wi-Fi network or by plugging your iPhone into your computer. You would also need to use a Wi-Fi network to go online and make calls using an internet service, such as FaceTime or Skype.

TIP

Given the cost and high-tech nature of the iPhone, having to jury-rig these basic functions doesn't make much sense. Trust me: Get an account and data plan with your phone service provider.

You should also open a free iCloud account, Apple's online storage and syncing service, to store and share content online among your Apple devices. For example, you can set up iCloud in such a way that photos you take on your iPhone will appear on your iPad. You can also use a computer to download photos, music, books, or videos and transfer them to your iPhone through a process called syncing.

Apple has set up its software and the iCloud service to give you two ways to manage content for your iPhone — including apps, music, or photos you've downloaded — and specify how to sync your calendar and contact information.

There are a lot of tech terms to absorb here (iCloud, syncing, and so on). Don't worry. Chapters 3 and 4 cover those settings in more detail.

Where to Buy Your iPhone

You can't buy an iPhone from just any retail store. You can buy an iPhone at the brick-and-mortar or online Apple Store and from mobile phone providers, such as AT&T, Sprint, T-Mobile, and Verizon. You can also find an iPhone at major retailers, such as Best Buy and Walmart, through which you have to buy a service contract for the phone carrier of your choice. You can also find iPhones at several online retailers (such as Amazon.com and Newegg.com) and through smaller, local service providers, which you can find by visiting `https://support.apple.com/en-us/HT204039`.

TIP

Apple offers unlocked iPhones. Essentially, these phones aren't tied to a particular provider, so you can use them with any of the four iPhone cellular service providers. Although you may save a lot by avoiding a service commitment, purchasing an unlocked phone can be pricey up front.

What's in the Box

When you fork over your hard-earned money for your iPhone, you'll be left holding one box about the size of a deck of tarot cards.

Here's what you'll find when you take off the shrink wrap and open the box:

- **iPhone:** Your iPhone is covered in a thick, plastic-sleeve thingy. Take it off and toss it back in the box.

  TIP

  Save all the packaging until you're certain you won't return the phone. Apple's standard return period is 14 days.
- **Documentation (and I use the term loosely):** This typically includes a small pamphlet, a sheet of Apple logo stickers, and a few more bits of information.
- **Lightning-to-USB-C cable:** Use this cable to connect the iPhone to your computer (if your computer has a USB-C port) or to a USB-C power adapter (not included).

The iPhone box is a study in Zen-like simplicity. Where's the charging plug? Apple now feels that just about everyone has several chargers laying around their home, so they think it's wasteful (not to mention a little more expensive) to include one with every new iPhone. If you need a charger, Apple will certainly sell you one, and many third-party options are available as well.

TIP

Search for iPhone accessories online. You'll find iPhone covers and cases (from leather to silicone), car chargers, and screen guards to protect your phone's screen.

Take a First Look at the Gadget

In this section, I give you a bit more information about the buttons and other physical features of the newest iPhone models. **Figure 1-3** shows you where each of these items is located on the iPhone 13, 13 mini, 13 Pro, and 13 Pro Max.

Here's the rundown on what the various hardware features for iPhones without Home buttons (including all iPhone 13 models) are and what they do.

TIP

If you have an iPhone model with a Home button, read your iPhone's documentation or visit `https://support.apple.com/iphone` to discover the hardware features specific to your device.

- **Side button:** You can use this button to power up your iPhone, put it in sleep mode, wake it up, lock it, force a restart, power it down, and much more.
- **Lightning connector:** Use the Lightning connector to charge your battery (with the Lightning-to-USB-C cable), listen to audio with EarPods (not included), or sync your iPhone with your computer. (See Chapter 4 for more on syncing.)
- **Ring/silent switch:** Slide this little switch to mute or unmute the sound on your iPhone.

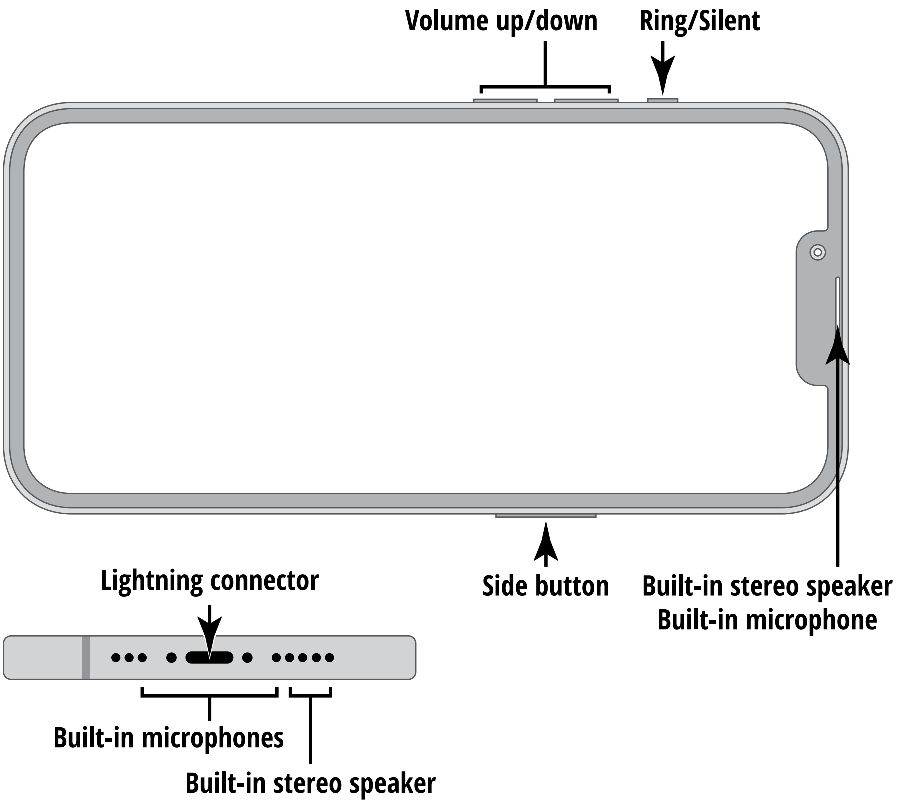

Volume up/down
Ring/Silent
Lightning connector
Side button
Built-in stereo speaker
Built-in microphone
Built-in microphones
Built-in stereo speaker

FIGURE 1-3

- **Built-in stereo speakers:** The speakers in iPhones provide rich stereo sound and deeper bass than previous models, and are located on the bottom edge of the phone and at the top part near the earpiece.
- **Volume up/down buttons:** Tap the volume up button for more volume and the volume down button for less. (You can use the volume up or volume down button as a camera shutter button when the camera is activated.)
- **Built-in microphones:** Built-in microphones make it possible to speak into your iPhone to deliver commands or content. This feature allows you to make phone calls, use video calling services (such as Skype or Zoom), and work with other apps that accept audio input, such as the Siri built-in assistant.

IN THIS CHAPTER

- » See what you need to use your iPhone
- » Turn on your iPhone for the first time
- » Say hello to the multitouch screen, tap, and swipe
- » Add widgets
- » Meet App Library
- » Use the onscreen keyboard
- » Flick to search

Chapter 2

Exploring the Home Screen

I won't kid you: You're about to encounter a slight learning curve if you're coming from a more basic cellphone. (But if you've owned another smartphone, you have a good head start). For example, your previous phone might not have had a multi-touch screen and onscreen keyboard.

The good news is that getting anything done on the iPhone is simple, once you know the ropes. In fact, using your fingers to do things is an intuitive way to communicate with your computing device, which is just what the iPhone is.

In this chapter, you turn on your iPhone, register it, and then take your first look at the Home screen. You also practice using the onscreen keyboard, see how to interact with the touchscreen in various ways, get pointers on working with cameras, and get an overview of built-in applications (more commonly referred to as apps).

TIP

Although the iPhone's screen has been treated to repel oils, you're about to deposit a ton of fingerprints on your iPhone — one downside of a touchscreen device. So you'll need to clean the screen from time to time. A soft cloth, like the microfiber cloth you might use to clean eyeglasses, is usually all you'll need to clean things up. Never use harsh chemicals.

What You Need to Use the iPhone

At a minimum, you need to be able to connect to the internet to take advantage of most iPhone features, which you can do using a Wi-Fi network (a network that you set up in your home through an internet service provider or access in a public place such as a library) or a cellular data connection from your cellular provider. You might want to have a computer so that you can connect your iPhone to it to download photos, videos, music, or applications and transfer them to or from your iPhone through a process called *syncing.* (See Chapter 4 for more about syncing.) An Apple service called iCloud syncs content from all your Apple devices (such as the iPhone or iPad), so anything you buy on your iPad that can be run on an iPhone, for example, will automatically be *pushed* (in other words, downloaded and installed) to your iPhone. In addition, you can sync without connecting a cable to a computer by using a wireless Wi-Fi connection to your computer.

Your iPhone will probably arrive registered and activated. If you bought it in a store, the person helping you can usually handle those tasks.

For an iPhone 7, 7 Plus, 8, 8 Plus, X, XR, XS, XS Max, 11, 11 Pro, 11 Pro Max, 12, 12 mini, 12 Pro, 12 Pro Max, 13, 13 mini, 13 Pro, and 13 Pro Max, Apple recommends that you have

- A Mac or PC with a USB 2.0 or 3.0 port and one of these operating systems:

  - macOS version 10.11.6 (El Capitan) or newer
  - Windows 7 or newer
- iTunes 12.8 or newer on a Mac running macOS El Capitan (10.11.6) through macOS Mojave (10.14.6), Finder on Mac's running macOS Catalina (10.15) and newer, and iTunes 12.10.10 or newer on a PC, available at `www.itunes.com/download`
- An Apple ID
- Internet access

Turn On iPhone for the First Time

The first time you turn on your iPhone, it will probably have been activated and registered by your cellular carrier or Apple, depending on whom you've bought it from. Follow these steps:

1. **Press and hold down the side button (found a little bit below the top of the upper-right side of newer iPhone models) or the top button (on the first-generation iPhone SE and earlier models) until the Apple logo appears.**

   A screen appears, asking you to enter your Apple ID.

2. **Enter your Apple ID.**

   If you don't have an Apple ID, follow the instructions to create one.

3. **Follow the series of prompts to set up initial options for your iPhone.**

   You can make choices about your language and location, using iCloud (Apple's online sharing service), whether to use a passcode, connecting with a network, and so on.

TIP

You can choose to have personal items transferred to your iPhone from your computer when you sync the two devices using iTunes, including music, videos, downloaded apps, audiobooks, e-books, podcasts, and browser bookmarks. Contacts and Calendars are downloaded via iCloud, or (if you're moving to iPhone from an Android phone) you can download an app from the Google Play Store called Move to iOS (developed by Apple) to copy your current Android settings to your iPhone. (Apple provides more information about migrating from Android to iOS at `https://support.apple.com/en-us/HT201196`.) You can also transfer to your computer any content you download directly to your iPhone by using iTunes, the App Store, or non-Apple stores. See Chapters 14 and 16 for more about these features.

Meet the Multi-Touch Screen

When the iPhone Home screen appears, you see a colorful background and two sets of icons, as shown in **Figure 2-1**.

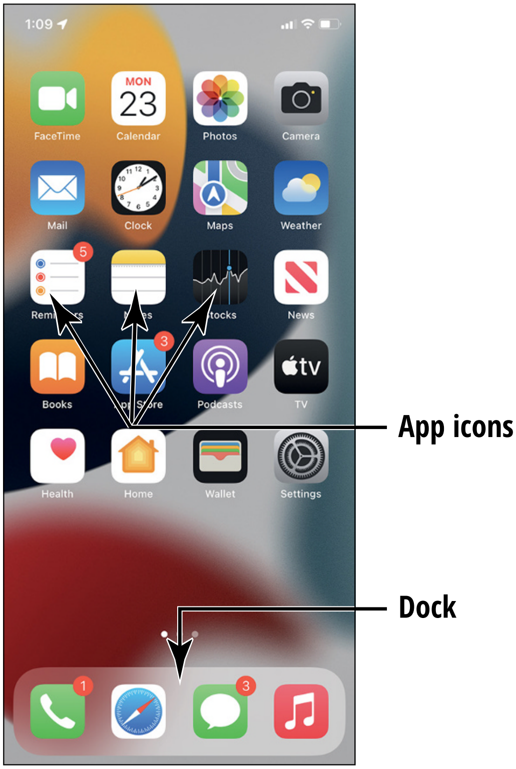

1:09
FaceTime
MON 23
Calendar
Photos
Camera
Mail
Clock
Maps
Weather
Reminders
Notes
Stocks
News
Books
App Store
Podcasts
TV
Health
Home
Wallet
Settings
App icons
Dock

FIGURE 2-1

One set of icons appears on the dock, which is along the bottom of the screen. The *dock* contains the Phone, Safari, Messages, and Music app icons by default, though you can swap out one app for another. You can add new apps to populate as many as 10 additional Home screens, for a total of 11 Home screens. The dock appears on every Home screen.

Other icons appear above the dock. (I cover all these icons in Chapter 3.) Different icons appear in this area on each Home screen. You can also nest apps in folders, which gives you the ability to store even more apps on your iPhone, depending on your phone's memory.

TIP

Treat the iPhone screen carefully. It is made of glass and will break if an unreasonable amount of force is applied.

The iPhone uses *touchscreen technology:* When you swipe your finger across the screen or tap it, you're providing input to the device just as you do to a computer by using a mouse or keyboard. You hear more about the touchscreen in the next task, but for now, go ahead and play with it — really, you can't hurt anything. Use the pads of your fingertips (not your fingernails) and try the following:

- **Tap the Settings icon.** The various settings appear, as shown in **Figure 2-2**. (You read more about these settings throughout this book.)

  REMEMBER

  To return to the Home screen, press the Home button or, if you have an iPhone without a Home button, swipe up from the very bottom edge of your screen.

- **Swipe a finger from right to left on the Home screen.** This action moves you to the next Home screen.

  TIP

  The little white dots at the bottom of the screen, above the dock icons, indicate which Home screen is displayed.

- **To experience the screen rotation feature, hold the iPhone firmly while turning it sideways.** The screen flips to the horizontal (or landscape) orientation, if the app you're in supports it.

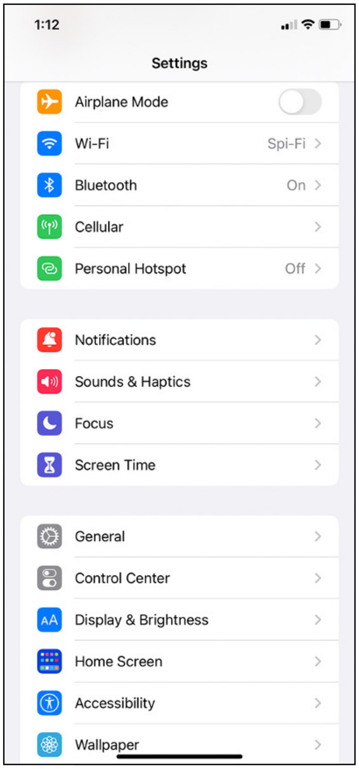

1:12
Settings
Airplane Mode
Wi-Fi
Spi-Fi
Bluetooth
On
Cellular
Personal Hotspot
Off
Notifications
Sounds & Haptics
Focus
Screen Time
General
Control Center
AA
Display & Brightness
Home Screen
Accessibility
Wallpaper

FIGURE 2-2

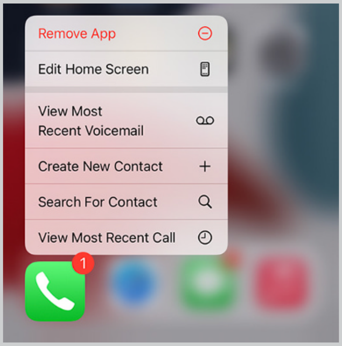
To flip the screen back, just turn the device so that it's short side is up again (portrait mode). Some apps force iPhone to stay in one orientation or the other.

- **Drag your finger down from the very top edge of the screen to reveal such items as notifications, reminders, and calendar entries.** Drag up from the very bottom edge of the Home screen to hide these items. Then drag up (iPhones with a Home button) or swipe down from the top-right corner to the center (iPhone without a Home button) to display Control Center, which contains commonly used controls and tools.

DISCOVER HAPTIC TOUCH AND QUICK ACTIONS

Haptic touch uses your iPhone's built-in taptic engine to provide haptic (or touch) feedback when you press and hold down on an area or item on your iPhone's screen. For example, if you press and hold down on an icon on the Home screen, a menu of options and tasks will appear, and you'll also feel a tap from your iPhone. Another of my favorite examples of haptic touch is when you press and hold down on the Flashlight icon in the lower right of the lock screen. This action causes the flash on the back of your iPhone to turn on or off, and the haptic feedback feels almost like pressing the button on an actual flashlight.

Quick actions involve pressing and holding down on an icon on the screen to see items you're likely to want to select. For example, if you press and hold down on (rather than tap) the Phone icon, you'll get a shortcut list of several call-related options, as shown in the figure. Quick actions provide a shortcut menu to your most frequently used items, saving you time and effort.



Say Hello to Tap and Swipe

You can use several methods for getting around and getting things done in iPhone by using its multi-touch screen, including

- **Tap once.** To open an application on the Home screen, choose a field (such as a search box), choose an item in a list, use an arrow to move back or forward one screen, or follow an online link, tap the item once with your finger.

- **Tap twice.** Use this method to enlarge or reduce the display of a web page (see Chapter 12 for more on using the Safari web browser) or to zoom in or out in the Maps app.
- **Pinch.** As an alternative to the tap-twice method, you can pinch your fingers together or move them apart on the screen (see **Figure 2-3**) when you're looking at photos, maps, web pages, or email messages to quickly reduce or enlarge them, respectively. This method allows you to grow or contract the screen to a variety of sizes rather than a fixed size, as with the double-tap method.

TIP

Use a three-finger tap to zoom your screen even larger or use multitasking gestures to swipe with four or five fingers. This method is handy if you have vision challenges. Go to Chapter 10 to discover how to turn on this feature using Accessibility settings.

- **Drag to scroll (known as *swiping*).** When you touch your finger to the screen and drag to the right or left, the screen moves (see **Figure 2-4**). Swiping to the left on the Home screen, for example, moves you to the next Home screen. Swiping up while reading an online newspaper moves you down the page; swiping down moves you back up the page.
- **Flick.** To scroll more quickly on a page, quickly flick your finger on the screen in the direction you want to move.
- **Tap the status bar.** To move quickly to the top of a list, a web page, or an email message, tap the status bar at the top of the iPhone screen. (For some sites, you have to tap twice to get this to work.)
- **Press and hold down.** If you're using Notes or Mail or any other application that lets you select text, or if you're on a web page, pressing and holding down on text selects a word and displays editing tools that you can use to select, cut, or copy and paste the text.

TIP

When you rock your phone backward or forward, the background moves as well (a feature called *parallax*). You can disable this feature if it makes you seasick. From the Home screen, tap Settings ➪ Accessibility ➪ Motion and then turn on the Reduce Motion setting by tapping the toggle switch (it turns green when the option is enabled).

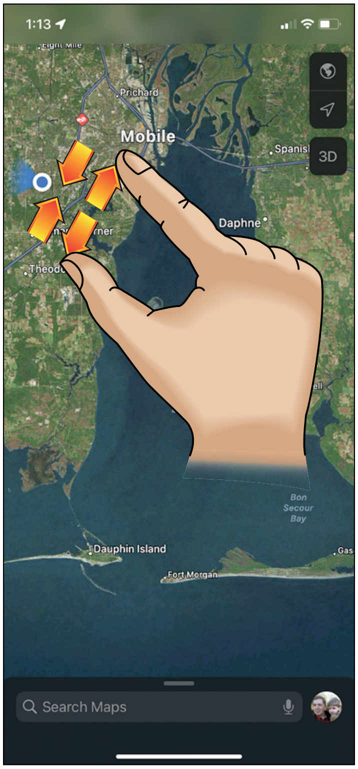

1:13
Prichard
Mobile
Spanish
3D
Daphne
Theodo
Bon Secour Bay
Dauphin Island
Fort Morgan
Search Maps

FIGURE 2-3

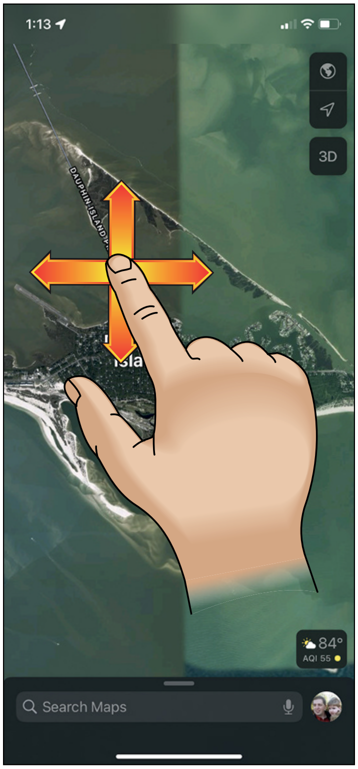

1:13
3D
DAUPHIN ISLAND P...
Isla
84°
AQI 55
Search Maps

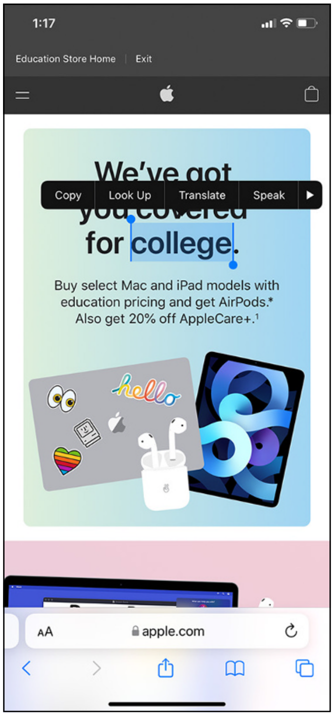
FIGURE 2-4

Your iPhone enables you to perform *bezel gestures*, which involve sliding left to right from the very outer edge of the phone on the glass to go backward and sliding right to left to go forward in certain apps.

You can try these methods now:

- Tap the Safari icon on the dock at the bottom of any iPhone Home screen to display the Safari web browser.
- Tap a link to move to another page.
- Double-tap the page to enlarge it; then pinch your fingers together on the screen to reduce its size.
- Drag one finger up and down the page to scroll.
- Flick your finger quickly up or down on the page to scroll more quickly.

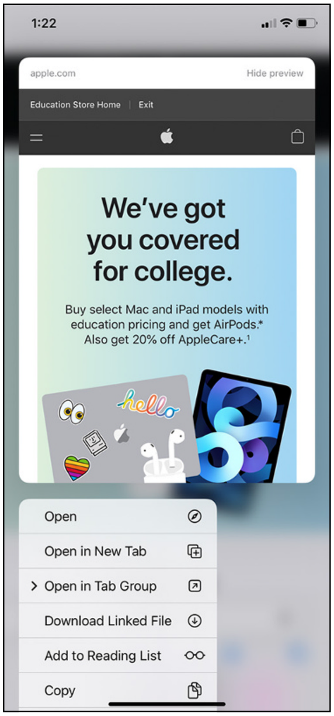
- Press and hold down your finger on a word that isn't a link. (Links take you to another location on the web.) The word is selected, and the tools shown in **Figure 2-5** are displayed. (You can use this tool to either get a definition of a word or copy it.)
- Press and hold down your finger on a link or an image. A menu appears (shown in **Figure 2-6**) with commands that you select to open the link or picture, open it in a new tab, open it in a tab group, download a linked file, add it to your reading list (see Chapter 12), copy it, or share it. If you press and hold down on an image, the menu also offers the Add to Photos command. Tap outside the menu to close it without making a selection.
- Position your fingers slightly apart on the screen and then pinch your fingers together to reduce the page. With your fingers already pinched together on the screen, move them apart to enlarge the page.
- Press the Home button or swipe up from the bottom of the screen (iPhone without a Home button) to go back to the Home screen.


1:17
Education Store Home
Exit
Copy
Look Up
Translate
Speak
apple.com

We've got you covered for college.

Buy select Mac and iPad models with education pricing and get AirPods.* Also get 20% off AppleCare+.[1]

FIGURE 2-5


1:22
apple.com
Hide preview
Education Store Home
Exit
Open
Open in New Tab
Open in Tab Group
Download Linked File
Add to Reading List
Copy

We've got you covered for college.

Buy select Mac and iPad models with education pricing and get AirPods.* Also get 20% off AppleCare+.[1]

FIGURE 2-6

Introducing App Library

App Library is an organizational tool that houses every app on your iPhone and organizes them automatically according to categories (defined by Apple). This allows you to hide apps from your Home screens, reducing the number of them you have to scroll through to find an app. You can even hide entire Home screens too! And if you want to display the apps or Home screens again, it's simple to do so. Follow these steps to get around in App Library:

1. Swipe from right to left on any Home screen until the App Library screen appears.

   App Library (shown in **Figure 2-7**) always resides on the screen immediately following the last Home screen.

   App Library organizes apps according to categories, such as Suggestions, Recently Added, and Social. Note that each category displays three larger app icons and four smaller app icons, with the exception of Suggestions, which displays four larger icons.
2. Tap one of the large apps to open it. When finished, press the Home button (or for iPhones without a Home button, swipe up on the screen) to exit the app and return to the App Library screen.
3. Tap one of the smaller apps to expand the category, and then tap the app you want to open. Tap near the top or bottom of the screen when viewing an expanded category to return to the App Library's main screen.
4. Tap the search field at the top of App Library to see all apps listed alphabetically, as shown in **Figure 2-8**. To find a specific app, type its name using the keyboard.

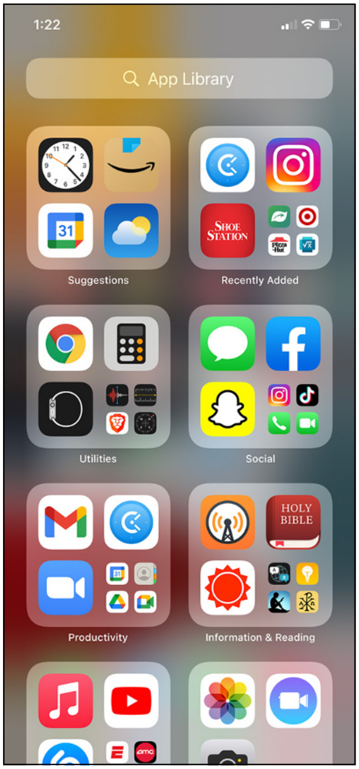

1:22
App Library
Suggestions
Recently Added
Utilities
Social
Productivity
Information & Reading

FIGURE 2-7

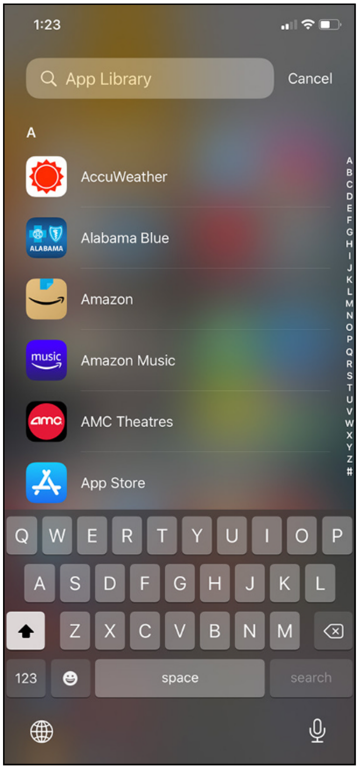

1:23
App Library
Cancel
A
AccuWeather
Alabama Blue
Amazon
Amazon Music
AMC Theatres
App Store
space
search

FIGURE 2-8

5. To perform a quick action on an app icon in App Library, press and hold down on an app icon to open the quick actions menu, the contents of which will vary depending on what options the app offers.

   For example, **Figure 2-9** shows the Instagram quick actions menu, which offers some options that aren't available in the Camera app's quick actions menu.

6. To remove an app from your Home screen (leaving it in App Library) or delete it from your iPhone, press and hold down on an app's icon on the Home screen until the quick actions menu appears. Tap Remove App and then tap one of the selections shown in **Figure 2-10**. Tap Delete App to delete the app from your iPhone altogether, or tap Remove from Home Screen to remove the app from the Home screen but retain it in App Library.

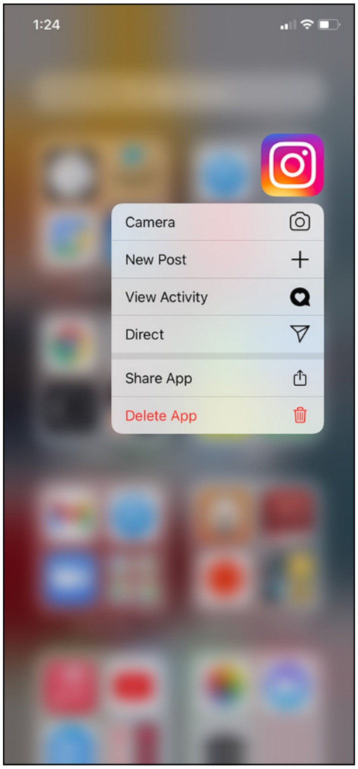
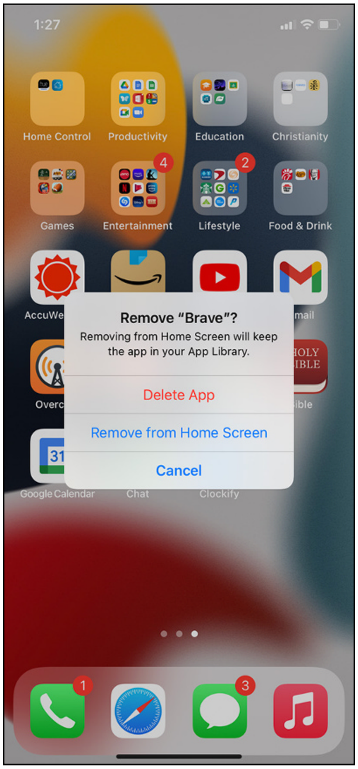

1:24
Camera
New Post
View Activity
Direct
Share App
Delete App

FIGURE 2-9


1:27
Home Control
Productivity
Education
Christianity
Games
Entertainment
Lifestyle
Food & Drink
AccuWe
mail
Overc
ible
Google Calendar
Chat
Clockify
Delete App
Remove from Home Screen
Cancel

Remove "Brave"?

Removing from Home Screen will keep the app in your App Library.

FIGURE 2-10

7. To hide an entire Home screen, press and hold down on any area on a Home screen until all the icons begin to jiggle. Tap one of the small white dots just above the dock to view thumbnails of each of your Home screens, as shown in **Figure 2-11**. Tap the circle below a Home screen to hide or display it. (A visible Home screen displays a check mark in the circle.) Tap Done when you're finished.

   The Home screen remains in App Library, and you can display it again later.

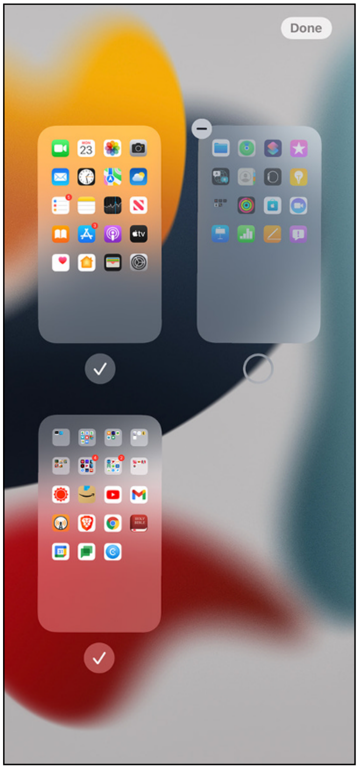
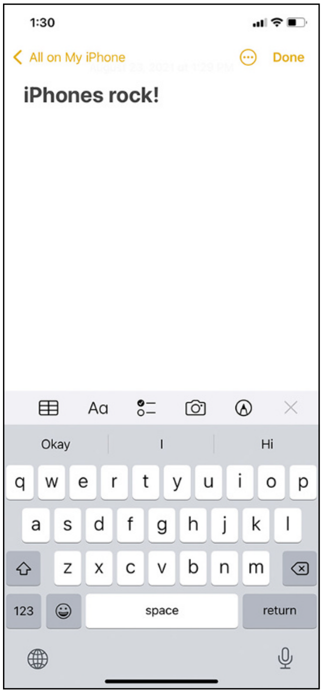


FIGURE 2-11

Display and Use the Onscreen Keyboard

The built-in iPhone keyboard appears whenever you're in a text-entry location, such as a search field or a text message. Follow these steps to display and use the keyboard:

1. Tap the Notes icon on the Home screen to open the Notes app.
2. Open a note you want to work in:
   - Tap the New Note icon in the lower-right to create a new note.
   - If you've already created some notes, tap one to display the page, and then tap anywhere on the note.
3. Type a few words using the keyboard, as shown in **Figure 2-12.**



iPhones rock!

FIGURE 2-12

TIP

To make the keyboard display as wide as possible, rotate your iPhone to landscape (horizontal) orientation. (If you've locked the screen orientation, you have to unlock the screen to do this.)

TIP

QuickType provides suggestions above the keyboard as you type. You can turn this feature off or on by tapping and holding down on either the emoji icon (smiley face) or the international icon (globe) on the keyboard to display a menu. Tap Keyboard Settings and then toggle the Predictive switch to turn the feature off or on (green). To quickly return to Notes from Keyboard Settings, tap Notes in the upper-left corner of your screen.

Keyboard shortcuts

After you open the keyboard, you're ready to use it for editing text. A number of shortcuts for editing text are available:

- If you make a mistake while using the keyboard — and you will, especially when you first use it — tap the delete key to delete text to the left of the insertion point. (The delete key is near the bottom right, with an *x* on it.)

TIP

To type a period and space, just double-tap the spacebar.

- To create a new paragraph, tap the Return key (just like the keyboard on a Mac, or the Enter key on a PC's keyboard).
- To type numbers and symbols, tap the number key (labeled 123) on the left side of the spacebar (refer to Figure 2-12). The characters on the keyboard change (see **Figure 2-13**).

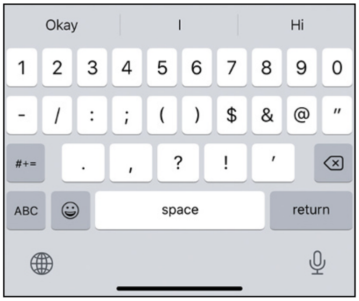


FIGURE 2-13

If you type a number and then tap the spacebar, the keyboard returns to the letter keyboard automatically. To return to the letter keyboard tap the ABC key on the left side of the spacebar.

- Press the Home button or swipe up from the bottom of the screen (iPhone without a Home button) to return to the Home screen.

The Shift key

Use the shift key (upward-facing arrow in the lower-left corner of the keyboard) to type capital letters:

- Tapping shift once capitalizes only the next letter you type.
- Double-tap (rapidly tap twice) the shift key to turn on the caps lock feature so that all letters you type are capitalized

until you turn the feature off. Tap the shift key once to turn off caps lock.

You can control whether caps lock is enabled by opening the Settings app, tapping General, tapping Keyboard, and then toggling the switch called Enable Caps Lock.

- To type a variation on a symbol or letter (for example, to see alternative presentations for the letter *A* when you press the A key on the keyboard), hold down on the key; a set of alternative letters or symbols appears (see **Figure 2-14**).

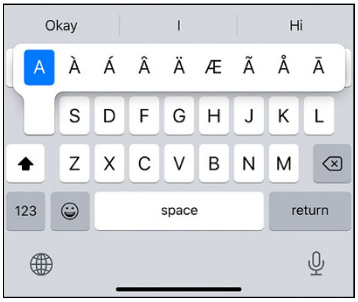


FIGURE 2-14

Emojis

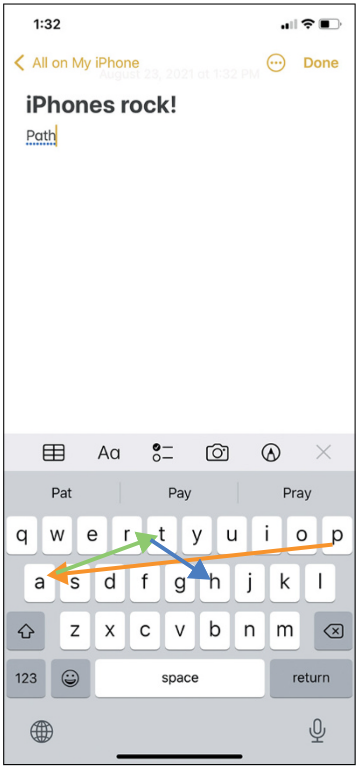
Tap the smiley-faced emoji key to display the emoji keyboard, which contains illustrations that you can insert, including numerical, symbol, and arrow keys, as well as a row of symbol sets along the bottom of the screen. Tapping one of these displays a portfolio of icons from smiley faces and hearts to pumpkins, cats, and more. Tap the ABC key to close the emoji keyboard and return to the letter keyboard.

TIP

If you've enabled multilanguage functionality in iPhone Settings, a small globe symbol will appear instead of the emoji key on the keyboard.

QuickPath

QuickPath allows you to zip your finger from key to key to quickly spell words without lifting your finger from the screen. For example, as shown in **Figure 2-15**, spell the word *path* by touching *p* on the keyboard, and then quickly moving to *a* and then *t* and then *h.* Tada! You've spelled *path* without your finger leaving the screen.


1:32
All on My iPhone
Done
Pat
Pay
Pray
q w e r t y u i o p
a s d f g h j k l
z x c v b n m
123
space
return

iPhones rock!

Path

FIGURE 2-15

Flick to Search

The Search feature in iOS helps you find suggestions from the web, Music, iTunes, and the App Store as well as suggestions for nearby locations and more. Here's how to use Search:

1. Swipe down on any Home screen (but not from the very top of the screen) to reveal the Search feature (see **Figure 2-16**).

2. Begin entering a search term.

   In the example in **Figure 2-17**, after I typed the word *carpe,* the Search feature displayed links and other search results. As you continue to type a search term or phrase, the results narrow to match it.

3. Scroll down to view more results.
4. Tap an item in the search results to open it in its appropriate app or player.

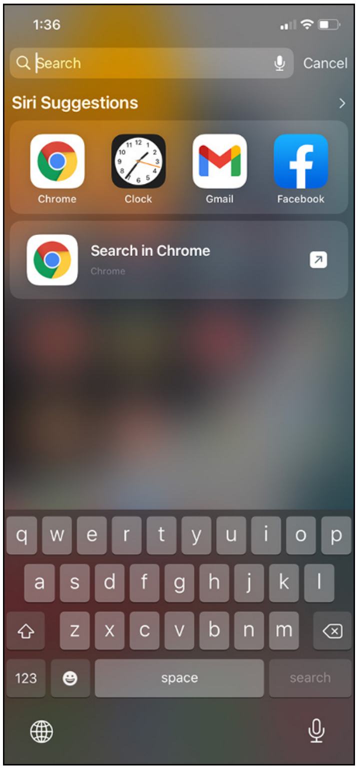
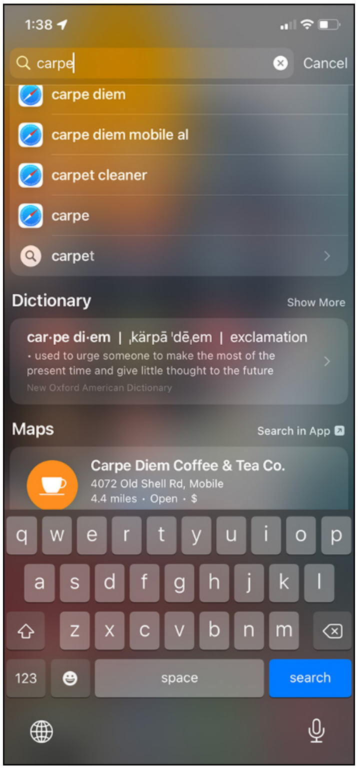

1:36
Search
Cancel
Siri Suggestions
Chrome
Clock
Gmail
Facebook
Search in Chrome
Chrome
q w e r t y u i o p
a s d f g h j k l
z x c v b n m
123
space
search

FIGURE 2-16


1:38
carpe
Cancel
carpe diem
carpe diem mobile al
carpet cleaner
carpe
carpet
Dictionary
Show More
Maps
Search in App
q w e r t y u i o p
a s d f g h j k l
z x c v b n m
123
space
search

car·pe di·em | ˌkärpā ˈdēˌem | exclamation
• used to urge someone to make the most of the present time and give little thought to the future
New Oxford American Dictionary

Carpe Diem Coffee & Tea Co.
4072 Old Shell Rd, Mobile
4.4 miles · Open · $

FIGURE 2-17

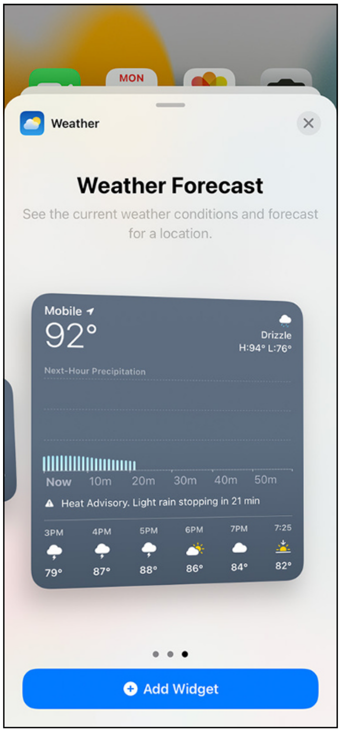
Wonderful Widgets

Widgets are snippets of information, such as the weather and calendar appointments, that are provided at a glance so that you don't have to open individual apps. You can add widgets to any Home screen.

To add a widget:

1. Press and hold down on any Home screen until all the icons are jiggling.
2. Tap + in the upper-left corner of the screen.
3. Scroll through the list of widgets and tap the one you want to add, or use the Search Widgets field to find a specific widget.
4. If the widget has several styles (as indicated by dots at the bottom of the screen), like Weather Forecast in **Figure 2-18**, swipe right or left to see those styles. Then tap to select one.
5. Tap the blue Add Widget button.

   You can move your widget by dragging it, or remove it and start over by tapping the – button in the upper left of the widget.
6. When you're finished, tap Done in the upper right.


MON
Weather
Weather Forecast

See the current weather conditions and forecast for a location.

Mobile
92°
Drizzle
H:94° L:76°
Next-Hour Precipitation
Now
10m
20m
30m
40m
50m

Heat Advisory. Light rain stopping in 21 min

3PM
79°
4PM
87°
5PM
88°
6PM
86°
7PM
84°
7:25
82°
Add Widget

FIGURE 2-18

IN THIS CHAPTER

- » Update the operating system
- » Learn App Switcher basics
- » Examine the iPhone cameras
- » Discover Control Center
- » Take a Look at Face ID
- » Understand lock screen rotation
- » Explore the status bar
- » Take stock of preinstalled apps
- » Lock, turn off, and unlock iPhone

Chapter 3

Getting Going

Now it's time to get into even more aspects of using the iPhone and its interface (how you interact with your device).

In this chapter, you look at updating your iOS version (the operating system that your iPhone uses), multitasking, checking out the cameras, discovering the apps that come preinstalled on your iPhone, and more.

Update the Operating System to iOS 15

This book is based on the latest version of the iPhone operating system at the time of this writing: iOS 15. To be sure that you have the latest and greatest features, update your iPhone to the latest iOS now (and do so periodically to receive minor upgrades to iOS 15 or future versions of the iOS). If you've set up an iCloud account on your iPhone, you'll receive an alert and can choose to install the update or not, or you can update manually:

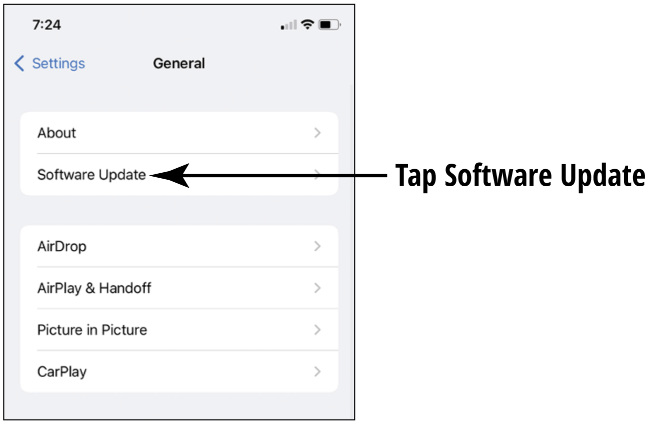
1. Tap Settings.

   Be sure you have Wi-Fi enabled and that your phone is connected to a Wi-Fi network to perform these steps.

2. Tap General.

3. Tap Software Update (see **Figure 3-1**).

   Your iPhone checks to find the latest iOS version and walks you through the updating procedure if an update is available.



Tap Software Update

FIGURE 3-1

TIP

You can also allow your iPhone to perform automatic updates overnight when one is available. Go to Settings ➪ General ➪ Software Update ➪ Automatic Updates and toggle the Download iOS Updates and Install iOS Updates switches on (green). Your iPhone must be connected to Wi-Fi and its charger to automatically update.

Learn App Switcher Basics

App Switcher in iOS 15 lets you easily switch from one app to another without closing the first one and returning to the Home screen. This is accomplished by previewing all open apps and jumping from one to another; you can completely quit an app by simply swiping it upward. To learn the ropes of App Switcher, follow these steps:

1. Open an app.
2. Press the Home button twice. Or for iPhone models without a Home button, drag up from the very bottom of the screen and pause a moment with your finger still on the screen. App Switcher appears and displays a list of open apps (see **Figure 3-2**).

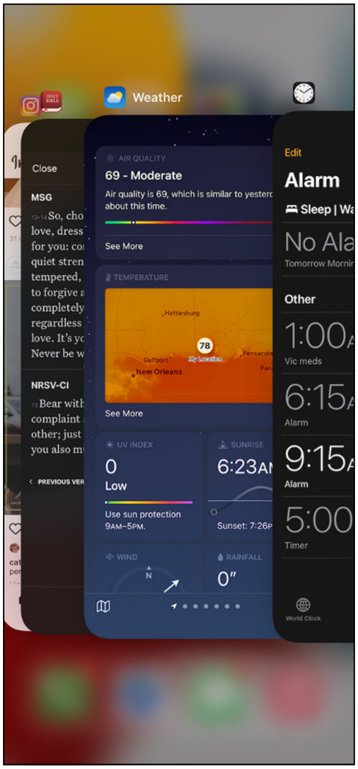

Weather
Close
MSG
NRSV-CI
AIR QUALITY
69 - Moderate
See More
TEMPERATURE
Hattiesburg
78
My Location
Gulfport
Pensacola
New Orleans
See More
UV INDEX
0
Low
Use sun protection 9AM–5PM.
SUNRISE
6:23AI
Sunset: 7:26P
WIND
N
RAINFALL
0″
Edit
Alarm
Sleep | Wa
No Ala
Tomorrow Mornir
Other
1:00
Vic meds
6:15
Alarm
9:15
Alarm
5:00
Timer
World Clock

FIGURE 3-2

3. To locate another app that you want to switch to, flick to scroll to the left or right.
4. Tap an app to switch to it.

TIP

To close App Switcher and return to the app you were working in, press the Home button once. If you have an iPhone without a Home button, tap an app in the list or swipe up from the bottom of the screen to exit the App Switcher.

Examine the iPhone Cameras

iPhones have front- and back-facing cameras. You can use the cameras to take still photos (covered in more detail in Chapter 19) or shoot videos (covered in Chapter 20).

For now, take a quick look at your camera by tapping the Camera app icon on the Home screen. The app opens, as shown in **Figure 3-3**.

You can use the controls on the screen to

- Switch between the front and rear cameras.
- Change from still camera to video camera operation by using the slider at the bottom of the screen.
- Take a picture or start recording a video.
- Choose a 3- or 10-second delay with the timer icon.
- Change aspect ratios.
- Turn HDR (high dynamic range for better contrast) on or off.
- Tap the flash icon to set the flash to On, Off, or Auto.
- Use color filters when taking photos or videos.

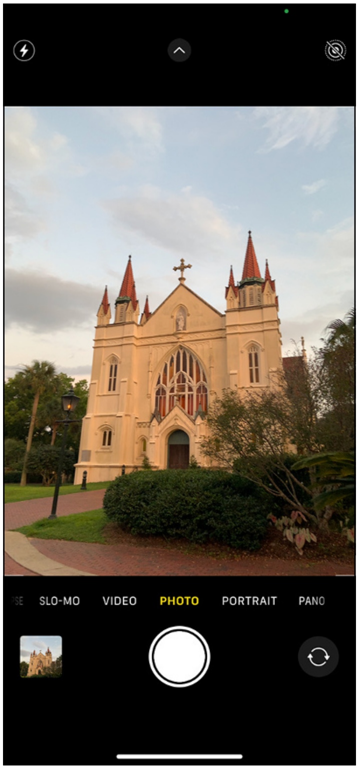


FIGURE 3-3

- Take a burst of photos by tapping and dragging left or down (depending on the phone's orientation) on the camera's button. A small photo count will display above the button to show how many photos you've taken.
- Open previously captured images or videos.

When you view a photo or video, you can use an iPhone sharing feature to send the image by AirDrop (iPhone 5 and later), Message, Notes, Mail, and other options (depending on which apps you've installed). You can also share through iCloud Photo Sharing, a tweet, Facebook, Instagram, and other apps.

You can do even more things with images: Print them, create a slideshow, use a still photo as wallpaper (that is, as your Home or lock screen background image), assign a still photo to represent a contact. See Chapters 19 and 20 for more detail about using the iPhone cameras.

Take a Look at Face ID

Many newer iPhone models don't have a Home button, so Touch ID (which uses fingerprints to authenticate a user) isn't available. However, they do use a different — and very cool — method of authenticating a user: Face ID. Face ID uses your iPhone's built-in cameras and scanners to scan your face and save a profile of it. It then remembers the information and compares it to whoever is facing the iPhone. If the face doesn't match the profile, the person can't access the iPhone (unless they know and use your passcode, which you have to set up to use Face ID). Face ID is so advanced that it can even work in total darkness.

To set up Face ID:

1. Go to Settings and tap Face ID & Passcode.
2. Tap Set Up Face ID.
3. Hold the iPhone in front of your face (in portrait mode, not landscape).
4. Tap the Get Started button and then follow the prompts to slowly move your head in a complete circle.

   If you have difficulty moving your head, tap the Accessibility Options button at the bottom of the screen and follow the prompts from there.
5. Tap Continue and follow the prompts to perform the circle step again.
6. Tap Done when finished.

The next time you want to use your iPhone, simply hold it up in front of you, and swipe up from the bottom of the screen when the lock icon unlocks (see **Figure 3-4**). You'll jump right into the Home screen or whatever app you were last using.

For more information on using Face ID and its capabilities, visit `https://support.apple.com/en-us/HT208109`.

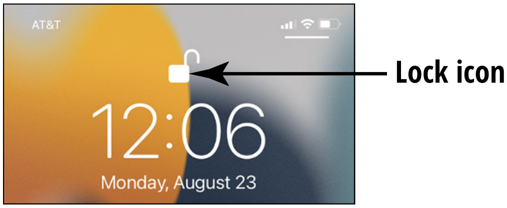


FIGURE 3-4

Discover Control Center

Control Center is a one-stop screen for common features and settings, such as connecting to a network, increasing screen brightness or volume, and even turning the built-in flashlight on or off. Here's how to use it:

1. To display Control, swipe up from the very bottom of the screen. If your iPhone doesn't have a Home button, swipe from the upper-right corner of the screen to the center.

   The Control Center screen appears, as shown in **Figure 3-5**.
2. In the Control Center screen, tap an icon to access and change a setting, or drag a slider to adjust a setting.
3. To hide Control Center, swipe down from the top of Control Center (iPhone with a Home button) or swipe up from the bottom of the screen (iPhone without a Home button).

Some options in Control Center are hidden from initial view but may be accessed by pressing and holding down on an icon in Control Center. For example, use press and hold down on any of the Communications icons (airplane mode, cellular data, Wi-Fi, and Bluetooth) to reveal two more options: AirDrop and Personal Hotspot (as shown in **Figure 3-6**).

Other press-and-hold-down options in Control Center include

- Adjusting the Flashlight brightness level
- Selecting a device for AirPlay
- Setting a quick timer
- Instantly recording a video or taking a selfie

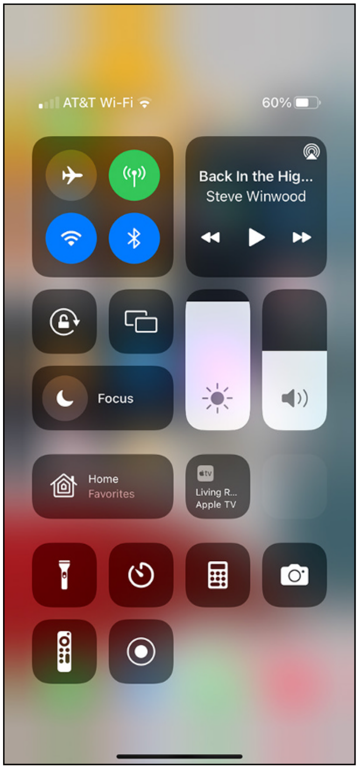
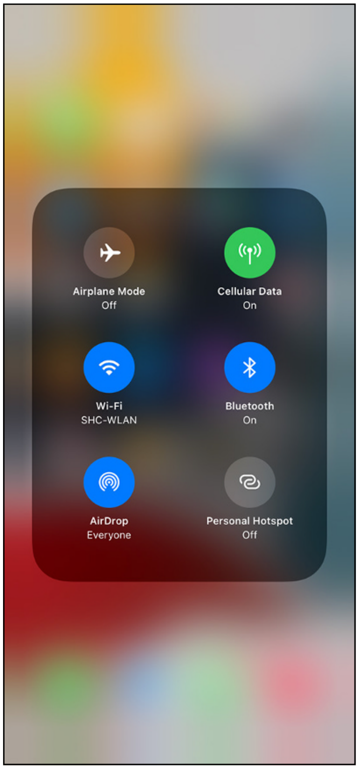

AT&T Wi-Fi
60%
Back In the Hig...
Steve Winwood
Focus
Home
Favorites
Living R...
Apple TV

FIGURE 3-5



Airplane Mode
Off

Cellular Data
On

Wi-Fi
SHC-WLAN

Bluetooth
On

AirDrop
Everyone

Personal Hotspot
Off

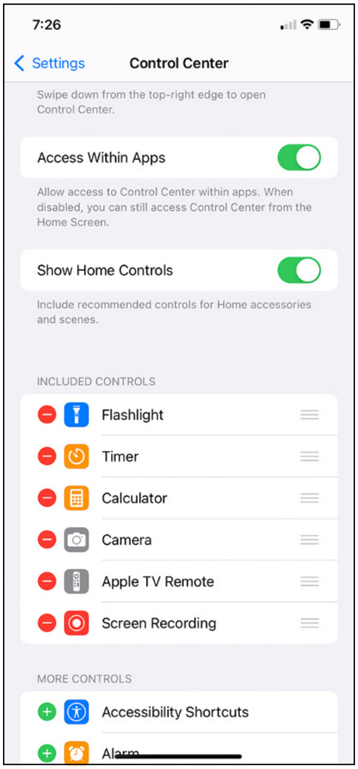
FIGURE 3-6

TIP

Try pressing and holding down on other icons in Control Center to see what other options are waiting for you to discover. If you hold down on an item and its icon pulses just once, no further options are available for the item.

Did you notice the empty space in Control Center when you opened it? That's because iOS 15 allows you to customize Control Center (a feature I love). All that extra space is waiting to be filled by you:

1. Tap Settings.
2. Tap Control Center to open the Control Center settings, as shown in **Figure 3-7**.



7:26

Settings

Control Center

Swipe down from the top-right edge to open Control Center.

Access Within Apps

Allow access to Control Center within apps. When disabled, you can still access Control Center from the Home Screen.

Show Home Controls

Include recommended controls for Home accessories and scenes.

INCLUDED CONTROLS

- Flashlight
- Timer
- Calculator
- Camera
- Apple TV Remote
- Screen Recording

MORE CONTROLS

- Accessibility Shortcuts
- Alarm

FIGURE 3-7

3. Add or remove items from Control Center:
   - To add an item, tap the + in a green circle to the left of the item. You'll see the item in Control Center the next time you visit it.
   - To remove an item, tap the – in a red circle to the left of the item, and then tap the Remove button that appears to the right.

TIP

Remember to press and hold down on an item to see if the item has any extras. If the item just bounces when you press and hold down, no further options are available.

Lock Screen Rotation

You may have noticed that when you hold your iPhone in portrait mode (narrow and tall) or landscape mode (wide and low), the items on the screen usually flip to match that orientation. However, sometimes you may not want your screen orientation to flip when you move your phone around. Use these steps to lock the iPhone in portrait orientation:

1. Open Control Center.
2. Tap the lock screen icon (padlock with a circular arrow).

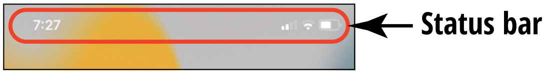
   When locked, the icon appears white and the padlock and arrow turn red.
3. To hide Control Center, swipe down from the top of Control Center (iPhone with a Home button) or swipe up from the very bottom of the screen (iPhone without a Home button).

TIP

If your iPhone screen doesn't flip when you expect it to, you probably have lock screen enabled. Simply repeat the preceding steps to unlock it.

Explore the Status Bar

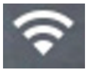
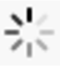
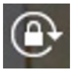
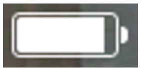
Across the top of the iPhone screen is the status bar, as shown in **Figure 3-8**. Tiny icons in this area can provide useful information, such as the time, wireless-connection status, and battery level. Table 3-1 lists some of the most common items on the status bar.



Status bar

FIGURE 3-8

TABLE 3-1 **Common Status Bar Icons**

Icon	Name	What It Means
	Wi-Fi	Your phone is connected to a Wi-Fi network.
	Activity	A task is in progress — a web page is loading, for example.
2:30 PM	Time	You guessed it: You see the time.
	Screen rotation lock	The screen is locked in portrait orientation and doesn't rotate when you turn the iPhone.
	Battery life	This shows the remaining percentage of battery charge. The indicator changes to a lightning bolt when the battery is charging.

TIP

If you have GPS, cellular, Bluetooth service, or a connection to a virtual private network (VPN), a corresponding symbol appears on the status bar whenever that feature is active. (If you don't know what a virtual private network is, there's no need to worry about it.)

Apple supplies a full list of status bar icons at `https://support.apple.com/en-us/HT207354`. Keep in mind that icons may not be in the same location on the status bar, depending on whether or not your iPhone has a Home button.

Take Inventory of Preinstalled Apps

The iPhone comes with some applications — or apps, for short — built in. When you look at the Home screen, you see icons for each app. This task gives you an overview of what each app does.

Several icons appear by default in the dock, which is at the bottom of every Home screen (refer to Figure 3-8). From left to right, these icons are

- **Phone:** Use this app to make and receive phone calls, view a log of recent calls, create a list of favorite contacts, access your voicemail, and view contacts.
- **Safari:** You use the Safari web browser to navigate on the internet, create and save bookmarks of favorite sites, and add web clips to your Home screen so that you can quickly visit favorite sites from there. You may have used this web browser (or another, such as Google Chrome) on your desktop computer.
- **Messages:** If you love to instant message, the Messages app comes to the rescue. You can engage in live text- and image-based conversations with others on their phones or on other devices that use email. You can also send video or audio messages.
- **Music:** Music is the name of your media player. Although its main function is to play music, you can use it also to play audio podcasts and audiobooks.

Apps with icons above the dock on the Home screen include

- **FaceTime:** Have a more personal phone call by using video of the sender and receiver.
- **Calendar:** Use this handy onscreen daybook to set up appointments and send alerts to remind you about them.
- **Photos:** Organize pictures in folders, send photos in email, use a photo as your iPhone wallpaper, and assign pictures to contact records. You can also run slideshows of your photos, open albums, pinch or unpinch to shrink or expand photos, respectively, and scroll photos with a simple swipe.

  You can use the photo sharing feature to share photos among your friends. The Photos app displays images by collections, including years and moments.
- **Camera:** As you may have read earlier in this chapter, the Camera app is command central for the still and video cameras built into the iPhone.

- **Mail:** Access email accounts that you've set up in iPhone. Move among the preset mail folders, read and reply to email, and download attached photos to your iPhone. See Chapter 13.
- **Clock:** Display clocks from around the world, set alarms, and use timer and stopwatch features.
- **Maps:** View classic maps or aerial views of addresses and get directions, whether you're traveling by car, by bicycle, on foot, or on public transportation. You can even get your directions read aloud by a spoken narration feature.
- **Weather:** Get the latest weather for your location instantly. You can easily add other locations so you can check the weather where you're going or where you've been.
- **Reminders:** This useful app centralizes all your calendar entries and alerts. You can also create to-do lists.
- **Notes:** Enter and format text, as well as cut and paste text and objects (such as images) from a website into this simple notepad app.
- **Stocks:** Keep track of the stock market, including stocks that you personally follow, in real time.
- **News:** News is a customizable aggregator of stories from your favorite news sources.
- **Books:** Because the iPhone has been touted as being a good small-screen e-reader, you should definitely check this one out. (To work with the Books e-reader app itself, check out Chapter 17.)
- **App Store:** Buy and download apps that do everything from enabling you to play games to building business presentations. Many of these apps and games are free!
- **Podcasts:** Use this app to listen to recorded informational programs. See Chapter 18.
- **TV:** This media player is similar to Music but specializes in playing videos. The TV app also offers a few features specific to this type of media, such as chapter breakdowns and information about a movie's plot and cast.

- **Health:** Use this exciting app to record various health and exercise statistics and even send them to your doctor. See Chapter 24 for details.
- **Home:** Control most (if not all) of your home automation devices in one convenient app. See Chapter 25 for more information.
- **Wallet:** This Apple Pay feature lets you store a virtual wallet of plane or concert tickets, coupons, credit and debit cards, and more and use them with a swipe of your iPhone across a point of purchase device.
- **Settings:** Go to this central iPhone location to specify settings for various functions and do administrative tasks, such as setting up email accounts and creating a password.

Some preinstalled apps are located on the second Home screen by default. For example, the following are wrapped up in the Utilities folder: Compass, Calculator, Measure, Magnifier, and Voice Memos. You'll also find the following on the second Home screen:

- **Files:** This app allows you to browse files stored not only on your iPhone but also on other services, such as iCloud Drive, Google Drive, and Dropbox.
- **Find My:** The Find My app combines the Find iPhone and Find Friends apps to help you locate Apple devices that you own (see Chapter 25 for more info) and track down friends who also own an Apple device.
- **Shortcuts:** This new app helps you string together multiple iPhone actions into single commands you can run either manually or by using Siri.
- **iTunes Store:** Tapping this icon takes you to the iTunes Store, where you can shop 'til you drop (or until your iPhone battery runs out of juice) for music, movies, TV shows, and audiobooks and then download them directly to your iPhone. (See Chapter 16 for more about how the iTunes Store works.)

- **Translate:** The Translate app translates text or voice between supported languages. See Chapter 9 for more information on how to use this great new tool.
- **Contacts:** Use this simple app to add, edit, and remove contacts and their information. See Chapter 7 for more details on using the Contacts app.

TIP

Several useful apps are free for you to download from the App Store. These include iMovie and iPhoto, as well as the Pages, Keynote, and Numbers apps of the iWork suite.

Put Your iPhone to Sleep or Turn It Off

Earlier in the chapter, I mention how simple it is to turn on the power to your iPhone. Now it's time to put it to sleep (a state in which the screen goes black, though you can quickly wake it up) or turn off the power to give your new device a rest:

- **Sleep:** Press the side button just below the top of the right side of the phone. The iPhone goes to sleep. The screen goes black and is locked.

  TIP

  The iPhone automatically enters sleep mode after a brief period of inactivity. You can change the time interval at which it sleeps by adjusting the Auto-Lock feature in Settings ➪ Display & Brightness.
- **Power Off:** From any app or Home screen on an iPhone with a Home button, press and hold down the side button until the Slide to Power Off bar appears at the top of the screen, and then swipe the bar from left to right. You've just turned off your iPhone. If your iPhone doesn't have a Home button, press and hold down both the side button and one of the volume buttons to power off.

- **Force Restart:** If the iPhone becomes unresponsive, you may have to force it to restart.

  How you force a restart depends on your iPhone model. To learn more, visit `https://support.apple.com/guide/iphone/force-restart-iphone-iph8903c3ee6/ios`.

To wake most iPhone models up from sleep mode, simply pick up your iPhone (this feature was introduced in iOS 10 and works on the iPhone 6s and newer). Alternatively, on an iPhone model with a Home button, press the Home button once. At the bottom of the screen, the iPhone tells you to press the Home button again. Do so and the iPhone unlocks. If you have an iPhone model without a Home button, simply tap the screen to wake from sleep, or press the side button once.

IN THIS CHAPTER

- » Charge the battery
- » Sign into an iTunes account for music, movies, and more
- » Sync wirelessly
- » Understand and set up iCloud
- » Browse files on your iPhone

Chapter 4

Beyond the Basics

Your first step in having fun with the iPhone is to make sure that its battery is charged. Next, if you want to find free or paid content for your iPhone from Apple, from movies to music to e-books to audiobooks, you'll need to have an iTunes account, also known as an Apple ID.

You can also use the wireless sync feature to exchange content between your computer and iPhone over a wireless network.

Another feature you might take advantage of is the iCloud service from Apple to store and push all kinds of content and data to all your Apple devices — wirelessly. You can pick up where you left off from one device to another through iCloud Drive, an online storage service that enables sharing content among devices so that edits you make to documents in iCloud are reflected in all iOS devices, iPadOS devices, and Macs running OS X Yosemite (version 10.10) or later.

TECHNICAL STUFF

The operating system for Apple's Mac computers used to be called OS X. These days it's referred to as macOS. The Mac operating system is mentioned a few times throughout this book, and you should know that OS X and macOS are different names for the same thing.

Charge the Battery by Plugging In

My iPhone showed up in the box fully charged, and let's hope yours did, too. Because all batteries run down eventually, one of your first priorities is to know how to recharge your iPhone battery.

Gather your iPhone and its Lightning-to-USB cable and a power adapter. Then charge your iPhone as follows:

1. Gently plug the Lightning connector end (the smaller of the two connectors) of the Lightning-to-USB cable into the iPhone.
2. Plug the USB end of the Lightning-to-USB cable into the power adapter, as shown in **Figure 4-1**.

   For iPhones older than the iPhone 12, Apple provided a power adapter in the box.

   For iPhone 12 users, you can use one of your older power adapters along with a Lightning-to-USB cable. Apple does include a Lightning-to-USB-C cable with the iPhone 12 and newer models. This cable allows for faster charging but requires a USB-C power adapter, which, unfortunately, Apple didn't include. So if you want the fastest charging for an iPhone 12 or a newer model, you need to obtain a USB-C power adapter. (You may have one already if you have a newer iPad, iPad Pro, or iPhone 11.)

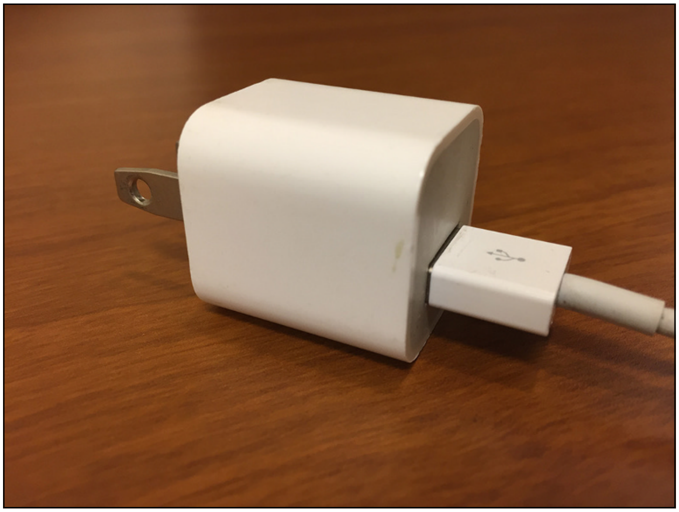


FIGURE 4-1

3. Plug the adapter into an electric outlet.

   The charging icon appears onscreen, indicating that your phone is getting power.

Charge the Battery Wirelessly

Since the iPhone 8 model, iPhones have the option of *wireless* charging. How does that work? Basically, you set your iPhone on a compatible charging pad and it will charge using induction. Pretty neat. Now the charging pad still has to be plugged in somewhere, so one could technically argue about how wireless this system actually is, but I digress.

So to wirelessly charge your iPhone (model 8 or later), simply set it on a wireless charging pad that's plugged into a wall outlet or USB port of a computer. Some charging pads are a little finicky about phone placement, so wait for the charging symbol to appear onscreen when you set it down. If charging doesn't start, adjust the phone's position.

iPhone 12 and 13 models have a ring of magnets on the back, and these magnets enable you to use Apple's *MagSafe* wireless charger, which looks like a thin puck and snaps onto the back of the iPhone 12 or 13 (and compatible cases). Because MagSafe guarantees perfect placement of the wireless charging pad, the iPhone 12 and 13 can draw more power and charge faster (at 15 watts instead of 7.5 watts for regular wireless charging pads). For more information about MagSafe charging and accessories, go to `www.apple.com/shop/accessories/all/magsafe`.

Sign into an Apple ID for Music, Movies, and More

The terms *iTunes account* and *Apple ID* are interchangeable: Your Apple ID *is* your iTunes account, but you'll need to be signed in with your Apple ID to download items from the App Store and the iTunes Store.

SIGN IN WITH APPLE

Sign In with Apple is a relatively new privacy feature introduced in iOS 13 that allows you to use your Apple ID to sign in to any social media account or website. This service provides a simple and secure way to sign in to accounts without having to remember a unique password for each one. Think of it as Apple's more secure replacement for Sign in with Google or Sign in with Facebook, both of which you've probably seen online. The Sign in with Apple button will show up in apps and websites when an account login is required. Check out `https://support.apple.com/en-us/HT210318` for more information on what I consider to be an important privacy feature from Apple.

TIP

If you've never set up an Apple ID or an iTunes account, please visit `https://support.apple.com/en-us/HT204316` on your computer, iPhone, or iPad for help in doing so.

To be able to download free or paid items from the iTunes Store or the App Store on your iPhone, you must set up an Apple ID. Here's how to sign in to an account after you've created it:

1. Tap Settings on your iPhone.
2. Tap Sign In to Your iPhone, at the top of the Settings list.
3. Enter your Apple ID and password in the fields provided and then tap the Sign In button.

TIP

If you prefer not to leave your credit card info with Apple, one option is to buy an iTunes gift card and provide that as your payment information. You can replenish the card periodically through the Apple Store.

Sync Wirelessly

You can connect your iPhone to a computer and use the tools there to sync content on your computer to your iPhone. Or, with Wi-Fi turned on in Settings, you can use Wi-Fi to allow cordless syncing if you're within range of a Wi-Fi network that has a computer connected to it with Finder open or iTunes installed and open.

TECHNICAL STUFF

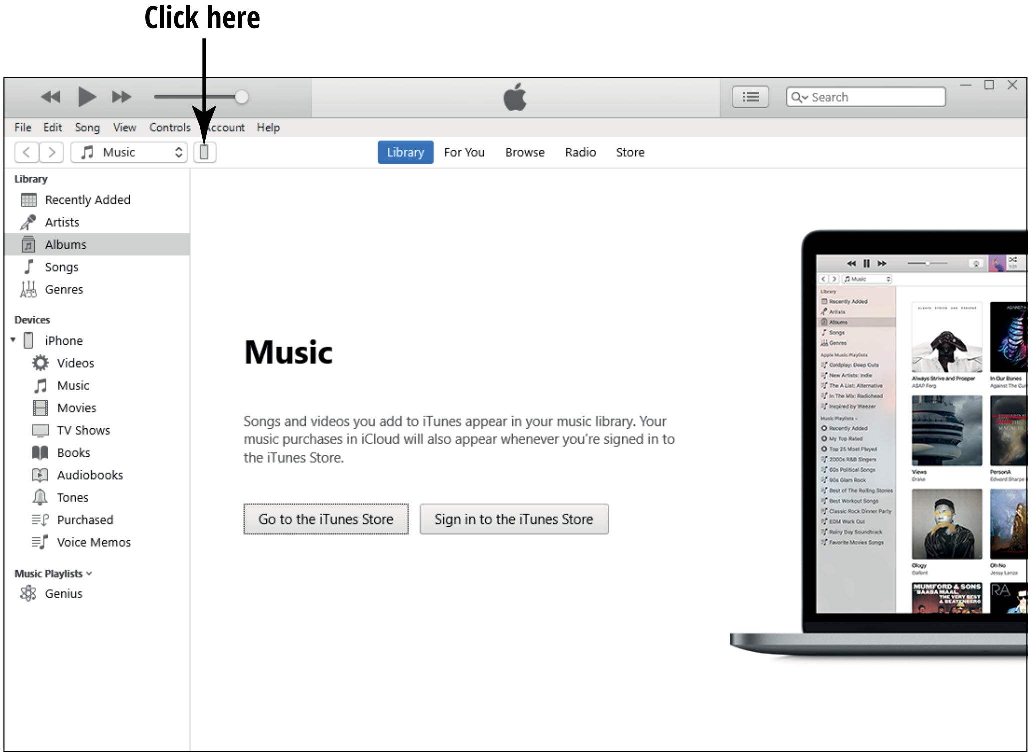
If you have a Mac running macOS Mojave (10.14.x) or earlier, or a Windows-based PC, you'll need iTunes installed on your computer to sync content with your iPhone. You can download iTunes by visiting `www.apple.com/itunes`. If you have a Mac running macOS Catalina (10.15) or later, you use Finder to sync with your iPhone.

Before you can perform a wireless sync, you need to perform a few steps with your iPhone connected to your computer:

1. If you're charging with an electrical outlet, remove the power adapter.
2. Use the Lightning-to-USB cable to connect your iPhone to your computer.
3. If you have a Mac running macOS Mojave or earlier, or a Windows-based PC running iTunes:
    a. Open iTunes and click the icon of your iPhone, which appears in the tools in the upper-left corner of the window, as shown in **Figure 4-2**.
    b. Select the Sync with This iPhone over Wi-Fi check box, as shown in **Figure 4-3**). You may need to scroll down a bit to see the Sync with This iPhone over Wi-Fi option.

TIP

You can click any item on the left side of the screen shown in Figure 4-3 to handle settings for syncing such items as Movies, Music, and Books. You can also tap the list of items in the On My Device section on the left side to view and even play content directly from your iPhone.


Click here
File
Edit
Song
View
Controls
Account
Help
Music
Library
For You
Browse
Radio
Store
Search
Library
Recently Added
Artists
Albums
Songs
Genres
Devices
iPhone
Videos
Music
Movies
TV Shows
Books
Audiobooks
Tones
Purchased
Voice Memos
Music Playlists
Genius
Go to the iTunes Store
Sign in to the iTunes Store

Music

Songs and videos you add to iTunes appear in your music library. Your music purchases in iCloud will also appear whenever you're signed in to the iTunes Store.

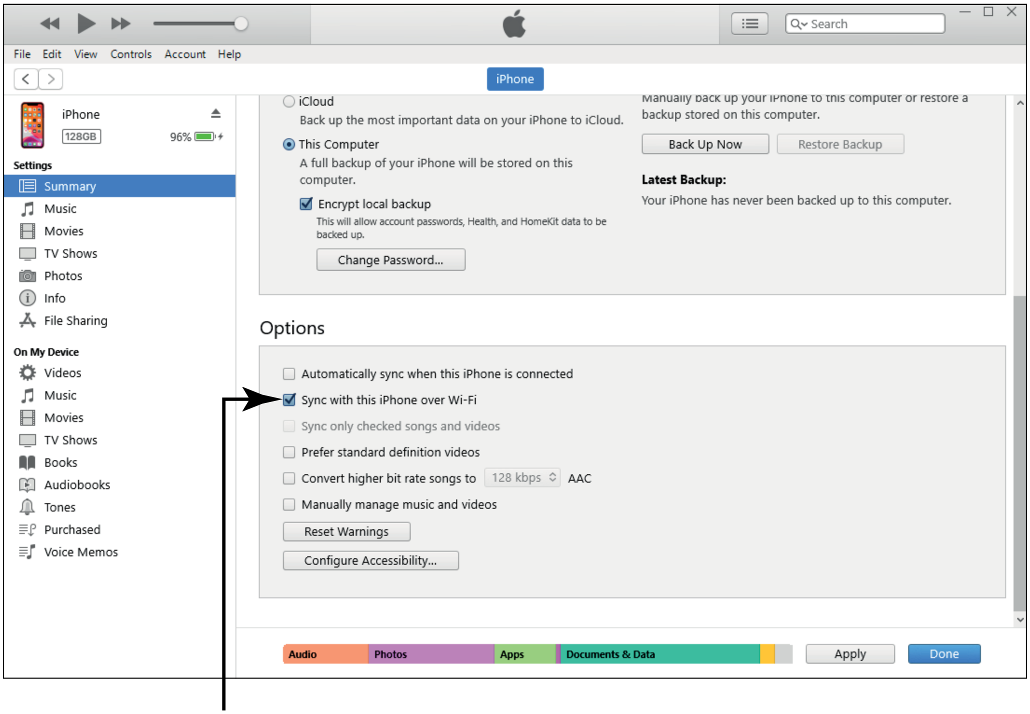
FIGURE 4-2

4. If you have a Mac running macOS Catalina or later:
   a. Open a Finder window and then click the icon of your iPhone, which appears in the left sidebar, as shown in **Figure 4-4**.
   b. Select the Show This iPhone When on Wi-Fi check box.
5. Click Apply in the lower-right corner of the iTunes or Finder window.
6. Disconnect your iPhone from your computer.

After you complete the preceding steps, you'll be able to wirelessly sync your iPhone with your computer.

TECHNICAL STUFF

Backing up over a wireless connection is slower than with a cable connected to your computer. If you need to speed things up, simply connect your iPhone to your computer and the sync will continue seamlessly. However, if you then disconnect the iPhone from your computer, the sync will stop. Reconnect to the computer with the cable or with Wi-Fi to pick up where you left off.


File
Edit
View
Controls
Account
Help
Search
iPhone
iPhone
128GB
96%
Settings
Summary
Music
Movies
TV Shows
Photos
Info
File Sharing
On My Device
Videos
Music
Movies
TV Shows
Books
Audiobooks
Tones
Purchased
Voice Memos
Back Up Now
Restore Backup
Change Password...
Reset Warnings
Configure Accessibility...
Audio
Photos
Apps
Documents & Data
Apply
Done

○ iCloud
Back up the most important data on your iPhone to iCloud.

● This Computer
A full backup of your iPhone will be stored on this computer.

☑ Encrypt local backup
This will allow account passwords, Health, and HomeKit data to be backed up.

Manually back up your iPhone to this computer or restore a backup stored on this computer.

Latest Backup:
Your iPhone has never been backed up to this computer.

Options

☐ Automatically sync when this iPhone is connected
☑ Sync with this iPhone over Wi-Fi
☐ Sync only checked songs and videos
☐ Prefer standard definition videos
☐ Convert higher bit rate songs to 128 kbps AAC
☐ Manually manage music and videos

Select this box

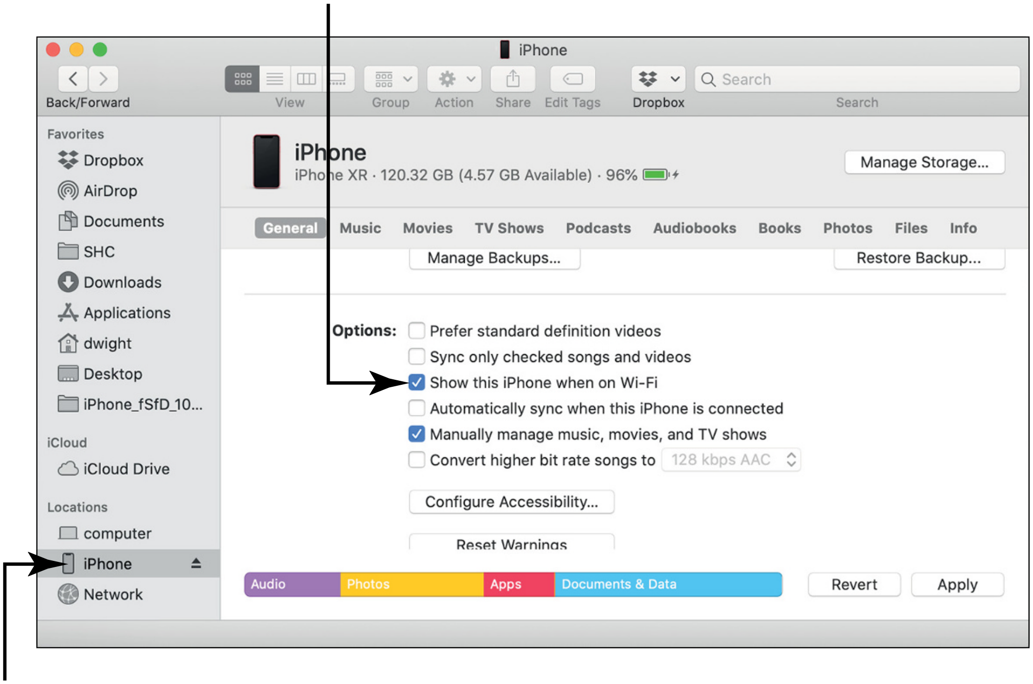
FIGURE 4-3

TIP

If you have your iPhone set up to sync wirelessly to your Mac or PC, and both are within range of the same Wi-Fi network, your iPhone will appear in your devices list. This setup allows you to sync and manage syncing from iTunes or Finder (depending on which is required for your computer).

Your iPhone will automatically sync once a day if both are on the same Wi-Fi network, iTunes is running (on computers that require iTunes), and your iPhone is charging.

Select this box


iPhone
Back/Forward
View
Group
Action
Share
Edit Tags
Dropbox
Search
Favorites
Dropbox
AirDrop
Documents
SHC
Downloads
Applications
dwight
Desktop
iPhone_fSfD_10...
iCloud
iCloud Drive
Locations
computer
iPhone
Network
Manage Storage...
General
Music
Movies
TV Shows
Podcasts
Audiobooks
Books
Photos
Files
Info
Manage Backups...
Restore Backup...
Configure Accessibility...
Reset Warnings
Audio
Photos
Apps
Documents & Data
Revert
Apply

iPhone

iPhone XR · 120.32 GB (4.57 GB Available) · 96%

Options:

☐ Prefer standard definition videos

☐ Sync only checked songs and videos

☑ Show this iPhone when on Wi-Fi

☐ Automatically sync when this iPhone is connected

☑ Manually manage music, movies, and TV shows

☐ Convert higher bit rate songs to 128 kbps AAC

Click here

FIGURE 4-4

Understand iCloud

There’s an alternative to syncing content by using iTunes. iCloud, a service offered by Apple, allows you to back up most of your content to online storage. That content is then pushed automatically to all your Apple devices wirelessly. All you need to do is get an iCloud account, which is free (again, this is simply using your Apple ID), and make settings on your devices and in iTunes for which types of content you want pushed to each device. After you do that, content you create or purchase on one device — such as music, apps, and TV shows, as well as documents created in Apple’s iWork apps (Pages, Keynote, and Numbers), photos, and so on — is synced among your devices automatically.

TIP

See Chapter 16 for more about using the Family Sharing feature to share content that you buy online and more with family members through iCloud.

You can stick with iCloud's default storage capacity, or you can increase it if you need more capacity:

- Your iCloud account includes 5GB of free storage. You may be fine with the free 5GB of storage. Content that you purchase from Apple (such as apps, books, music, iTunes Match content, Photo Sharing contents, and TV shows) isn't counted against your storage.
- If you want additional storage, you can buy an upgrade. Currently, 50GB costs only $0.99 per month, 200GB is $2.99 per month, and 2TB (which is an enormous amount of storage) is $9.99 per month. (All prices are in U.S. dollars.) Most likely, 50GB will satisfy the needs of folks who just like to take and share pictures, but if videos are your thing, you may eventually want to consider the larger capacities.

To upgrade your storage, go to Settings, tap your Apple ID at the top of the screen, go to iCloud ➪ Manage Storage, and then tap Change Storage Plan, Buy More Storage, or Upgrade. On the next screen, tap the amount you need and then tap Buy (in the upper-right corner), as shown in **Figure 4-5**.

WHAT INFORMATION DOES iCLOUD BACK UP?

It's understandable to question what iCloud backs up on your iPhone or other Apple devices, such as your iPad or Mac. Apple's happy to share that with us iPhone fans:

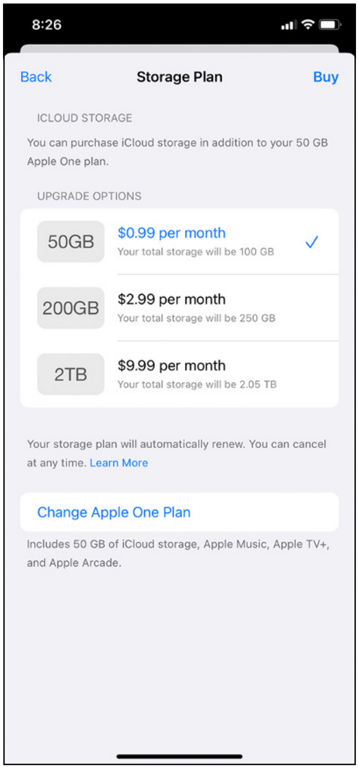
- Device settings
- Home screen settings and app organization
- Photos and videos
- Text messages
- Data from the apps you've installed

(continued)

(continued)

- Your purchase history from Apple: apps, music, ringtones, movies, and TV shows
- Apple Watch data
- Your Visual Voicemail password

For more information, please see Apple's support site at `https://support.apple.com/en-us/HT207428`.



You can purchase iCloud storage in addition to your 50 GB Apple One plan.

50GB	$0.99 per month Your total storage will be 100 GB	✓
200GB	$2.99 per month Your total storage will be 250 GB	
2TB	$9.99 per month Your total storage will be 2.05 TB	

Your storage plan will automatically renew. You can cancel at any time. Learn More

Includes 50 GB of iCloud storage, Apple Music, Apple TV+, and Apple Arcade.

FIGURE 4-5

TIP

If you change your mind, you can get in touch with Apple within 15 days to cancel your upgrade.

Turn on iCloud Drive

iCloud Drive is the online storage space that comes free with iCloud (as covered in the preceding section).

Before you can use iCloud Drive, you need to be sure that iCloud Drive is turned on. Here's how to turn on iCloud Drive:

1. Tap Settings and then tap your Apple ID at the top of the screen.
2. Tap iCloud to open the iCloud screen.
3. Scroll down in the iCloud screen until you see iCloud Drive.
4. Tap the switch to turn iCloud Drive on (green).

Set Up iCloud Sync Settings

When you have an iCloud account up and running, you have to specify which type of content iCloud should sync with your iPhone. Follow these steps:

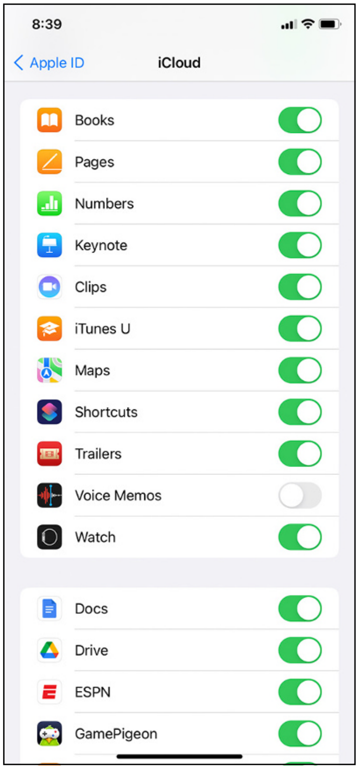
1. Tap Settings, tap your Apple ID at the top of the screen, and then tap iCloud.
2. As shown in **Figure 4-6**, tap the on/off switch for any item that's turned off that you want to turn on (or vice versa).

   You can sync Photos, Mail, Contacts, Calendars, Reminders, Safari, Notes, News, Wallet, Keychain (an app that stores all your passwords and even credit card numbers across all Apple devices), and more. The listing of apps on this screen isn't alphabetical, so scroll down if you don't see what you're looking for at first.

TIP

3. If you want to allow iCloud to provide a service for locating a lost or stolen iPhone, tap Apple ID in the top-left corner, and then tap Find My. Tap Find My iPhone and toggle on the Find My iPhone field to activate it.

   This service helps you locate, send a message to, or delete content from your iPhone if it falls into other hands. See Chapter 25 for more information.



8:39

< Apple ID iCloud

Books ●
Pages ●
Numbers ●
Keynote ●
Clips ●
iTunes U ●
Maps ●
Shortcuts ●
Trailers ●
Voice Memos ○
Watch ●

Docs ●
Drive ●
ESPN ●
GamePigeon ●

FIGURE 4-6

TIP

Consider turning off the Cellular Data option, which you find in the Cellular section of Settings, to avoid having downloads occur over your cellular connection, which can use up your data allowance. You can turn the option off altogether with the Cellular Data switch (which I don't recommend) or, better, scroll down and disable data for specific apps. Wait until you're on a Wi-Fi connection to have your iPhone perform the downloads.

Browse Your iPhone's Files

Long-time iPhone users have pined for a way to browse files stored on their devices, as opposed to being limited to finding documents and other files only in the apps they're intended for or created by. Finally, a few iOS iterations back, the Files app came along to allow you to browse not only files stored on your iPhone but also stuff you've stored on other online (cloud) services, such as Google Drive, Dropbox, and others.

To familiarize yourself with and use the Files app:

1. Go to the second Home screen and tap the Files icon to open the app.
2. On the Browse screen, shown in **Figure 4-7**, and do the following:
   - Tap the search field to search for and select an item by title or content.
   - Tap a source in the Locations section and browse a particular service or your iPhone. Once in a source, as shown in **Figure 4-8**, you may tap files to open or preview them, and you may tap folders to open them and view their contents.
   - Tap a color in the Tags section to search for and select files you've tagged according to categories.

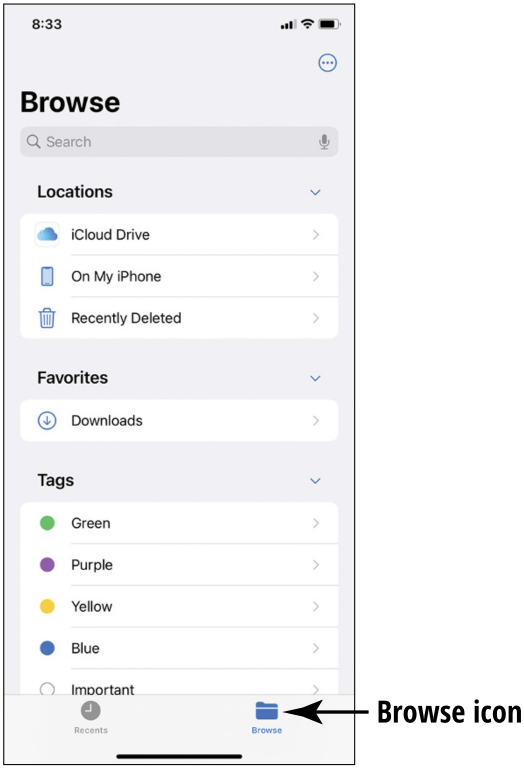

8:33
Browse
Search
Locations
iCloud Drive
On My iPhone
Recently Deleted
Favorites
Downloads
Tags
Green
Purple
Yellow
Blue
Important
Recents
Browse
Browse icon

FIGURE 4-7

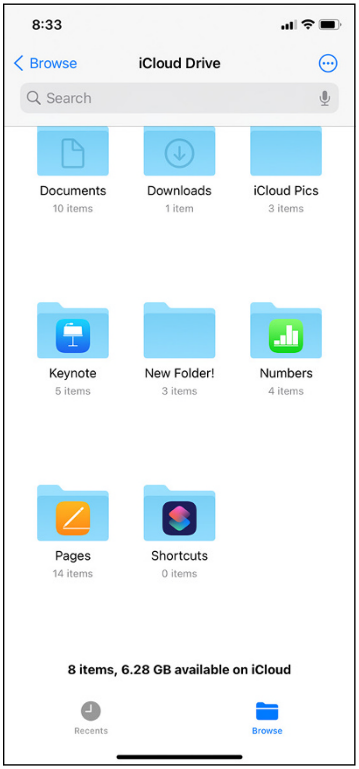

8:33
Browse
iCloud Drive
Search
Documents
10 items
Downloads
1 item
iCloud Pics
3 items
Keynote
5 items
New Folder!
3 items
Numbers
4 items
Pages
14 items
Shortcuts
0 items
8 items, 6.28 GB available on iCloud
Recents
Browse

FIGURE 4-8

3. To perform an action on a file (such as duplicating or moving it), tap the more icon (ellipsis), in the upper-right corner of the screen, tap Select, and then tap items to select them for an action. Available actions, found at the bottom of the screen, include duplicating, moving, sharing, and deleting files.

TIP

To retrieve a file you've deleted (you have 30 days to do so before it disappears into the digital ether), go the Browse screen (tap Browse at the bottom of the screen if you're not already there) and tap Recently Deleted. Tap the more icon (ellipsis) and then tap Select in the upper-right corner. Tap the file you'd like to retrieve, and tap the Recover button at the bottom of the screen. The file will be placed back in the location it was originally deleted from.

SWITCHING FROM ANDROID?

If you're moving from an Android phone to an iPhone, consider downloading the Move to iOS app (developed by Apple) from the Google Play Store on your Android device. This app allows you to wirelessly transfer key content, such as contacts, message history, videos, mail accounts, photos, and more from your old phone to your new one. If you had free apps on your Android device, iPhone will suggest that you download them from the App Store. Any paid apps will be added to your iTunes wish list.

Please read all the information at this page on Apple's support site before using Move to iOS: `https://support.apple.com/en-us/HT201196`.

IN THIS CHAPTER

- » Monitor how apps are used
- » Create downtime during your day
- » Limit how long apps may be used
- » Restrict access to certain websites
- » Control privacy settings

Chapter 5

Managing and Monitoring iPhone Usage

The iPhone you have will quickly become like an additional limb for you, if it hasn't already. And put one of these things down near a kid and you may likely not see it (or them) for quite a long time. Your iPhone may well become one of the most important tools you own, but your use of it (and that of others) can get out of hand if you're not careful.

Apple understands this concern and has been one of the more active tech companies in helping to resolve this problem. One of the most important additions to iOS is Apple's response to the issue of spending too much time on our devices: Screen Time.

The Screen Time feature not only helps you monitor how much time you're spending on your iPhone but also keep track of which apps are consuming your days (and nights). It also can set time limits for app use, lock down your iPhone after certain times, and set content filters to help you or others in your sphere stay away from certain websites or apps.

Meet Screen Time

Screen Time isn't an app unto itself; it's part of the Settings app. To find Screen Time:

1. On the Home screen, tap the Settings app icon to open it.
2. Swipe until you find Screen Time, shown in **Figure 5-1**, and tap to open it. If the Screen Time switch is off (white), tap to turn it on (green), and then proceed through the introduction to enable the feature.

   You're greeted with a bird's-eye view of your iPhone usage, as shown in **Figure 5-2**. You'll see your iPhone's name as well as a quick glance at total usage time and a graph displaying the length of time you spent using apps of various categories.

   REMEMBER

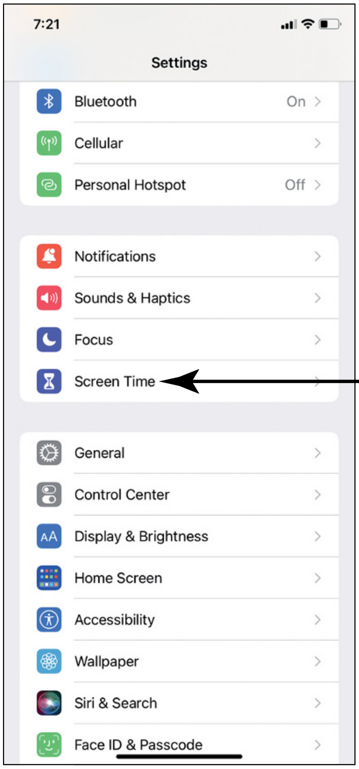
   You won't see much information in Screen Time if you've just enabled it for the first time or you've had your iPhone for a very short while.
3. To view the Screen Time details screen (see **Figure 5-3**), which presents a more detailed listing of your iPhone activities, tap See All Activity, including a breakdown of how you used your apps throughout the day, which apps you used the most, and so on. Next to the Most Used heading, tap Show Categories to see apps listed by category (such as Social, Entertainment, or Productivity & Finance); tap Show Apps & Websites to return to the previous view.

   TIP

   Tap a bar graph for a particular day (designated by S for Sunday, M for Monday, and so forth) to see even more detailed information about an activity for that day. Tap the same bar graph to return to the weekly information breakdown.

   TIP

   The two tabs at the top of the page are Day and Week. Tap the one you'd like to see displayed.



7:21

Settings

Bluetooth On

Cellular

Personal Hotspot Off

Notifications

Sounds & Haptics

Focus

Screen Time

General

Control Center

Display & Brightness

Home Screen

Accessibility

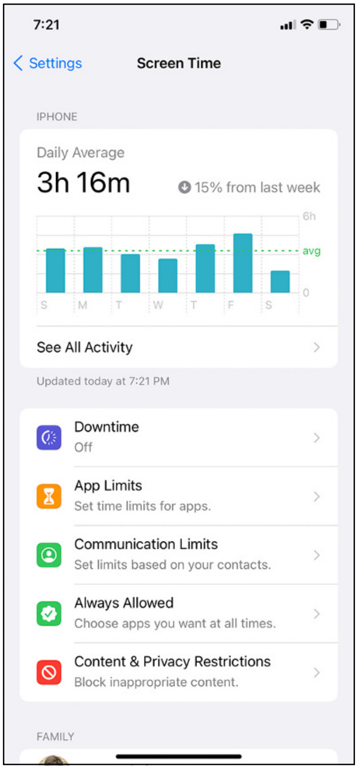
Wallpaper

Siri & Search

Face ID & Passcode

Tap here

FIGURE 5-1



7:21

Settings Screen Time

IPHONE

Daily Average

3h 16m ⬇ 15% from last week

See All Activity

Updated today at 7:21 PM

Downtime
Off

App Limits
Set time limits for apps.

Communication Limits
Set limits based on your contacts.

Always Allowed
Choose apps you want at all times.

Content & Privacy Restrictions
Block inappropriate content.

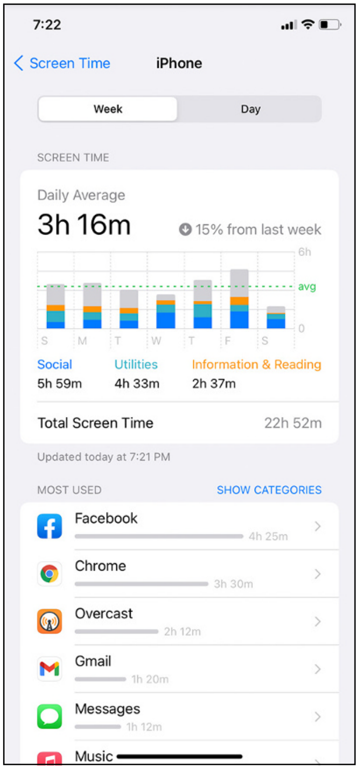
FAMILY

FIGURE 5-2

4. To see app-specific information (the Age Rating may be important to note if you allow children to use your iPhone), tap the app's name in the Most Used section. Tap the back arrow in the upper-left corner to return to the previous screen.
5. Scroll down the page to see how many times you've picked up your iPhone and when (see **Figure 5-4**), get an overview of how many notifications you've received, and which apps generated them.

   TIP

   Want to make adjustments based on the activity reported for an app? In the Notifications section, tap an app's name to open the Notifications settings for that app, and make your changes.
6. To return to the main Screen Time settings, tap Screen Time in the upper-left corner.


7:22

Screen Time iPhone

Week Day

SCREEN TIME

Daily Average

3h 16m

15% from last week

Social	Utilities	Information & Reading
5h 59m	4h 33m	2h 37m

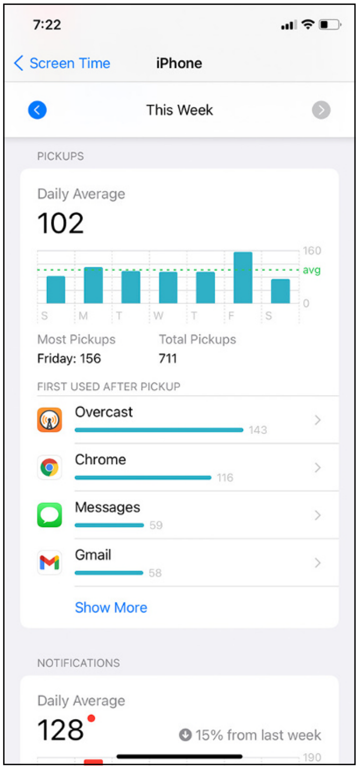
Total Screen Time 22h 52m

Updated today at 7:21 PM

MOST USED SHOW CATEGORIES

Facebook	4h 25m
Chrome	3h 30m
Overcast	2h 12m
Gmail	1h 20m
Messages	1h 12m
Music	

FIGURE 5-3


7:22

Screen Time iPhone

This Week

PICKUPS

Daily Average

102

Most Pickups
Friday: 156

Total Pickups
711

FIRST USED AFTER PICKUP

Overcast	143
Chrome	116
Messages	59
Gmail	58

Show More

NOTIFICATIONS

Daily Average

128

15% from last week

FIGURE 5-4

7. If you'd like to use a passcode to keep your Screen Time settings secure (I recommend it), scroll down to and tap Use Screen Time Passcode and provide a 4-digit passcode.

   This passcode will prevent anyone from changing your Screen Time settings and also lets you allow users more time with apps when time limits have been set for them (more on that later in this chapter).

WARNING

Don't forget the Screen Time passcodes you use for Screen Time accounts! Write them down somewhere safe if you need help remembering. If you forget your Screen Time passcode, go to `https://support.apple.com/en-us/HT211021` for help with resetting it. If for some reason you're unable to reset the passcode, your last resort may be to erase your iPhone and set it up as a new device. The moral of the story is try, try, try not to forget this passcode!

8. To view your Screen Time for this device or any other you sign into using your Apple ID, toggle the Share Across Devices switch on.
9. Tap Turn Off Screen Time (at the end of the options) if you want to disable this awesome feature.

   Can you tell I very much like this feature of iOS and can't imagine why you'd want to disable it?

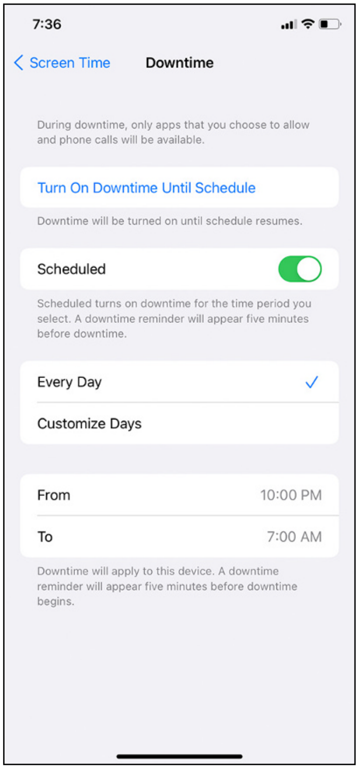
Create Some Downtime

Screen Time's Downtime option lets you set aside some time during your day when you use (or should use) your iPhone the least. When Downtime is on, the only apps that will be available are the Phone app and those others you choose to allow. (More on that in the next section.)

iOS 15 allows you to schedule when to use Downtime, and also gives you a quick setting to enable it manually.

To create some iPhone downtime in your day:

1. Open the Screen Time options in the Settings app.
2. Tap Downtime.
3. Determine whether you want to enable Downtime manually or according to a schedule:
   - *To enable Downtime manually:* Tap the blue Turn on Downtime Until Tomorrow button. This leaves Downtime on until midnight. You can disable Downtime manually by tapping the red Turn Off Downtime button.
   - *To schedule Downtime:* Tap to toggle the Scheduled switch on (green), as shown in **Figure 5-5**. Tap Every Day or Customize Days to decide which days are scheduled for Downtime. Then tap From to select a time to begin your Downtime each day, and tap To to choose a time for Downtime to stop each day.
4. To return to the main Screen Time settings, tap Screen Time in the upper-left corner.


7:36

Screen Time

Downtime

During downtime, only apps that you choose to allow and phone calls will be available.

Turn On Downtime Until Schedule

Downtime will be turned on until schedule resumes.

Scheduled

Scheduled turns on downtime for the time period you select. A downtime reminder will appear five minutes before downtime.

Every Day ✓

Customize Days

From 10:00 PM

To 7:00 AM

Downtime will apply to this device. A downtime reminder will appear five minutes before downtime begins.

FIGURE 5-5

TIP

If you have other iOS or iPadOS devices or Macs, and are signed into iCloud using the same Apple ID as your iPhone, the Downtime settings will apply for all those devices (if Screen Time is enabled on them).

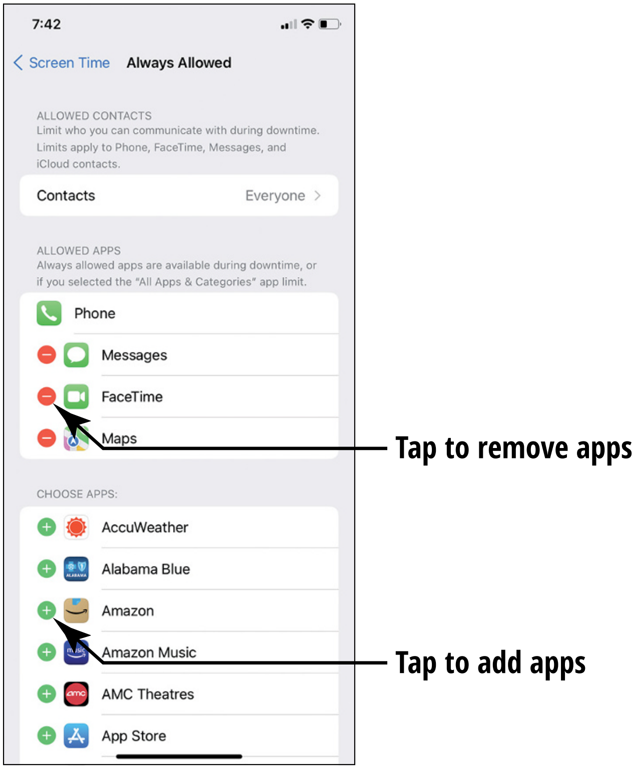
Allow Certain Apps During Downtime

If you've decided to use Downtime, you may want certain apps to always be available, even during the Downtime period. The Phone app is always available, but you may allow others as you please:

1. Open Screen Time options in the Settings app.
2. Tap the Always Allowed option.

The Allowed Apps section contains a list of apps that Apple has enabled for use during Downtime (see **Figure 5-6**). These are Phone, Messages, FaceTime, and Maps. Note that Phone can't be disabled.

3. To allow an app to be on during Downtime, scroll through the list in the Choose Apps section and tap the green plus sign (+) to the left of an app's name to add it to the Allowed Apps list.
4. To remove an app from the Allowed Apps list, tap the red minus sign (–) to the left of its name, and then tap the red Remove button that appears to its right.



7:42

Screen Time Always Allowed

ALLOWED CONTACTS
Limit who you can communicate with during downtime. Limits apply to Phone, FaceTime, Messages, and iCloud contacts.

Contacts Everyone

ALLOWED APPS
Always allowed apps are available during downtime, or if you selected the "All Apps & Categories" app limit.

Phone
Messages
FaceTime
Maps

CHOOSE APPS:

AccuWeather
Alabama Blue
Amazon
Amazon Music
AMC Theatres
App Store

Tap to remove apps

Tap to add apps

FIGURE 5-6

TIP

If you're wondering which apps to allow, consider starting with those used for contacting friends and family as well as those used for medical monitoring and other health-related needs.

Set App Limits

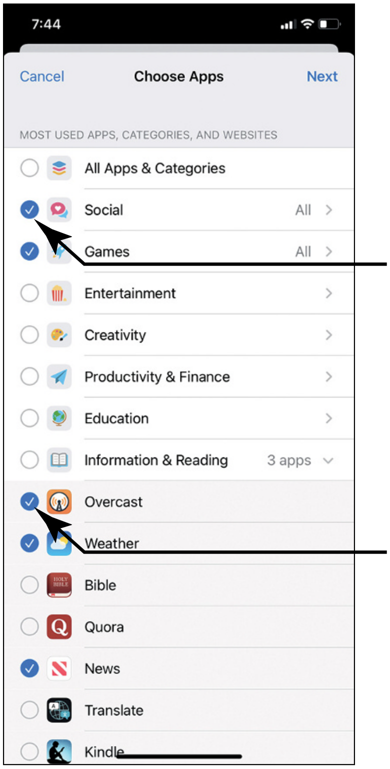
App Limits is an ingenious feature of Screen Time that helps you curtail excessive use of apps that tend to consume most of your time. Let's face it: Sometimes we get so engrossed in checking out social media and browsing the web that we end up wondering where half the day went. App Limits helps remind you when the time limit is up, but it does allow you to have a bit of extra time or ignore the limit for the day if need be.

To create app limits:

1. Open the Screen Time options in the Settings app.
2. Tap App Limits, and then tap the Add Limit button.
3. To select all apps in a category, tap the circle to the left of the category. To select a particular app, tap its category to expand it and then tap the circle next to the app. See **Figure 5-7**.

   TIP

   To set limits for everything in one fell swoop, tap All Apps & Categories.
4. Tap Next in the upper-right corner of the screen.
5. To set time limits in terms of hours and minutes, use the scroll wheel shown in **Figure 5-8**. Tap Add in the upper-right corner and the new limit appears in the App Limits list, as shown in **Figure 5-9**.


7:44
Cancel
Choose Apps
Next
MOST USED APPS, CATEGORIES, AND WEBSITES
○ All Apps & Categories
● Social All >
● Games All >
○ Entertainment >
○ Creativity >
○ Productivity & Finance >
○ Education >
○ Information & Reading 3 apps
● Overcast
● Weather
○ Bible
○ Quora
● News
○ Translate
○ Kindle

Tap to select an app category

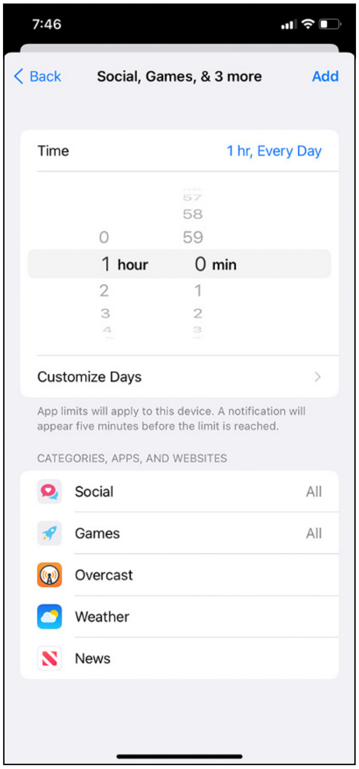
Tap to select an individual app

FIGURE 5-7

To make changes to the allotted time, tap Time and then adjust the scroll wheel to the new time. To set specific times for particular days, tap Customize Days under the scroll wheel. To delete the allotted time, tap the red Delete Limit button at the bottom of the screen, and then tap Delete Limit again to confirm.

6. To add more limits, Tap Add Limit button on the App Limits screen.

7. To exit the App Limits screen, tap the Screen Time button in the upper-left corner.


7:46

Back | Social, Games, & 3 more | Add

Time: 1 hr, Every Day

1 hour 0 min

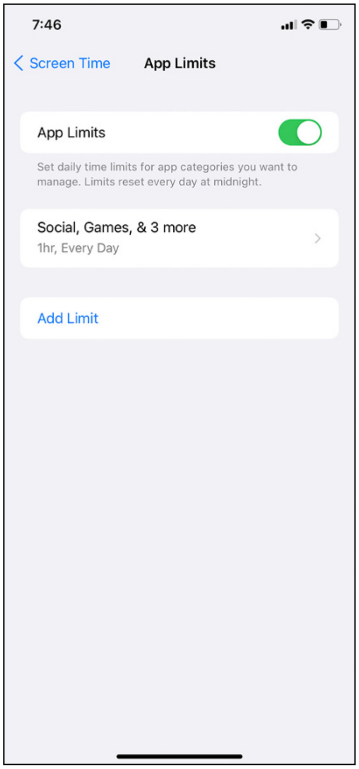
Customize Days

App limits will apply to this device. A notification will appear five minutes before the limit is reached.

CATEGORIES, APPS, AND WEBSITES

- Social: All
- Games: All
- Overcast
- Weather
- News

FIGURE 5-8


7:46

Screen Time | App Limits

App Limits ●

Set daily time limits for app categories you want to manage. Limits reset every day at midnight.

Social, Games, & 3 more
1hr, Every Day

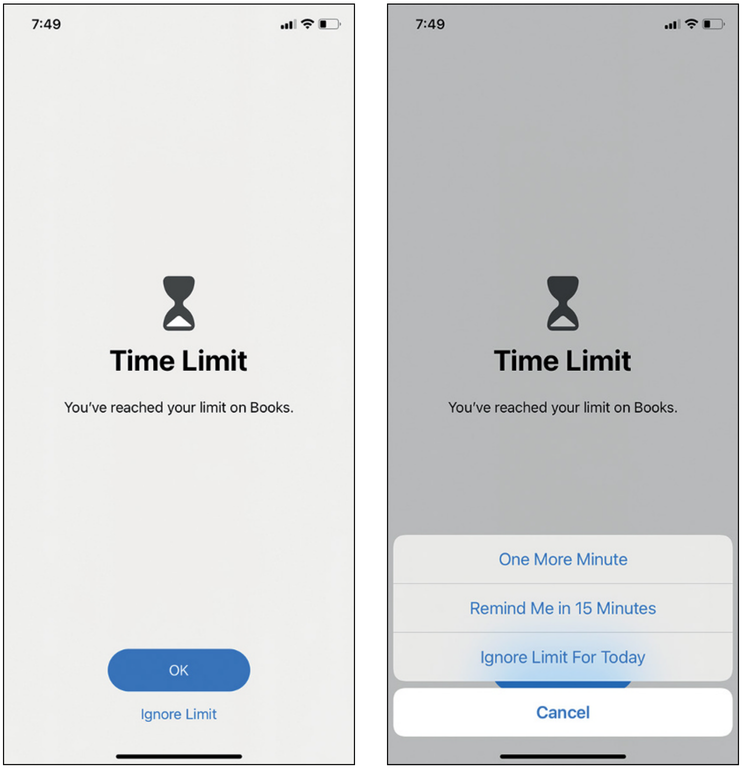
Add Limit

FIGURE 5-9

Your iPhone will notify you when you've reached an app's limit: The screen will become gray, displaying an hourglass (see **Figure 5-10**, left), and the app's icon will be dimmed on its Home screen. If you'd like more time, tap the blue Ignore Limit button at the bottom of the screen, and then tap One More Minute, Remind Me in 15 Minutes, or Ignore Limit for Today (see **Figure 5-10**, right). Tap Cancel if you'd like to adhere to the limit you set for the app.

TIP

If you enabled a passcode for Screen Time, you must enter it before overriding the app's time limit.



Time Limit

You've reached your limit on Books.

Time Limit

You've reached your limit on Books.

7:49
OK
Ignore Limit
7:49
One More Minute
Remind Me in 15 Minutes
Ignore Limit For Today
Cancel

FIGURE 5-10

Set Content and Privacy Restrictions

Screen Time helps you prevent access to content that you don't want to be accessed on your iPhone, such as apps, websites, media (movies, music, and so on), and books. You can use it also to set privacy limits.

WARNING

If you're going to restrict content and set privacy restrictions, you should enable the Screen Time passcode — especially if your intention is to protect children who may use your iPhone. This way, only someone who knows the passcode can alter the settings you're about to make.

To set content and privacy options:

1. In the Settings app, open Screen Time options.
2. Tap Content & Privacy Restrictions and then toggle the Content & Privacy Restrictions switch on (green), as shown in **Figure 5-11**.
3. Tap iTunes & App Store Purchases to allow or block the installation of apps, the deletion of apps, and in-app purchases (purchases that may occur in an app, such as buying upgrades for a character in a game). Also decide whether a password is always required when making purchases in the iTunes Store or App Store.

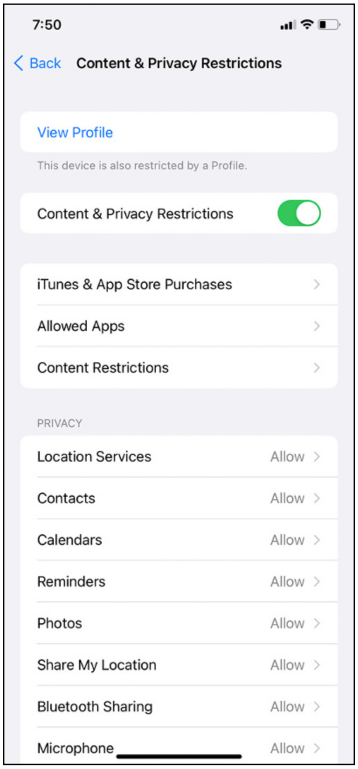
   (I very much recommend using this option if other people use your iPhone.)
4. Tap Back in the upper left to return to the Content & Privacy Restrictions screen, and then tap Allowed Apps.

   This feature allows you to enable or disable apps created by Apple and installed on your iPhone by default. As you can see in **Figure 5-12**, all are enabled to start.
5. If you'd like to disable an app, simply tap the switch to turn it off (white).

   The app is removed from the Home screen; reenabling the app will place it back on the Home screen.
6. Tap Back in the upper left to return to the Content & Privacy Restrictions screen (refer to Figure 5-11), and then tap Content Restrictions.

   The Content Restrictions screen appears, as shown in **Figure 5-13**.
7. Explore the options in the Content Restrictions screen.

   In the Allowed Store Content section, you can make restrictions based on certain criteria. For example, you can limit which movies are available for purchase or rent in the iTunes Store based on their ratings, as shown in **Figure 5-14**.



7:50

Back Content & Privacy Restrictions

View Profile

This device is also restricted by a Profile.

Content & Privacy Restrictions

iTunes & App Store Purchases

Allowed Apps

Content Restrictions

PRIVACY

Location Services Allow

Contacts Allow

Calendars Allow

Reminders Allow

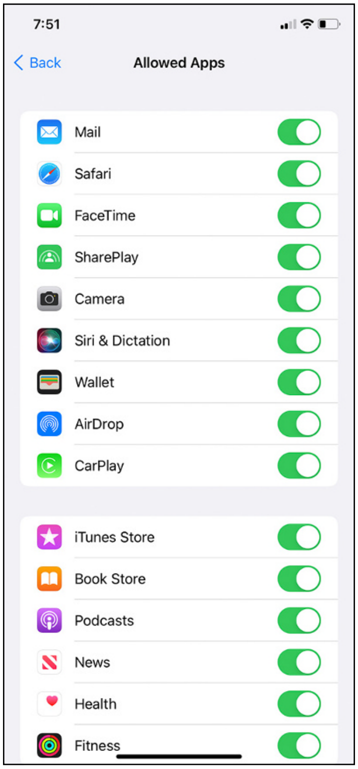
Photos Allow

Share My Location Allow

Bluetooth Sharing Allow

Microphone Allow

FIGURE 5-11



7:51

Back Allowed Apps

Mail

Safari

FaceTime

SharePlay

Camera

Siri & Dictation

Wallet

AirDrop

CarPlay

iTunes Store

Book Store

Podcasts

News

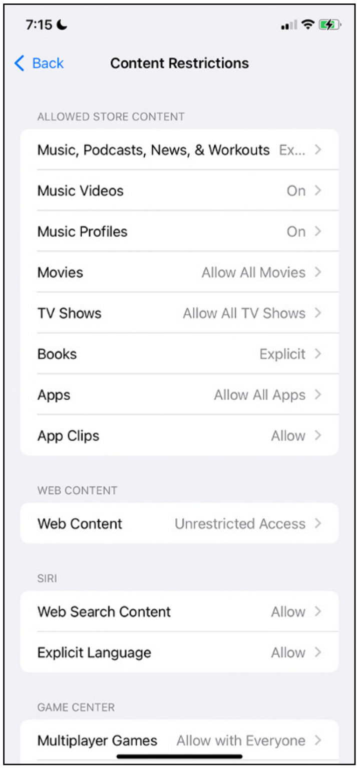
Health

Fitness

FIGURE 5-12

The Web Content section lets you restrict access to websites. From there, you're able to allow unrestricted access to the web, limit access to adult websites, and further limit access to a list of specific websites that you can customize (as shown in **Figure 5-15**). You may remove sites from the list by swiping their names to the left and tapping the red Delete button that appears. You may add websites to the list by tapping the blue Add Website button at the bottom of the list.

Options in the Siri and Game Center sections let you prevent access to untoward content or language, as well as disabling multiplayer games, adding friends to games, and turning off the capability to record your iPhone's screen.



7:15

Back Content Restrictions

ALLOWED STORE CONTENT

Music, Podcasts, News, & Workouts	Ex...
Music Videos	On
Music Profiles	On
Movies	Allow All Movies
TV Shows	Allow All TV Shows
Books	Explicit
Apps	Allow All Apps
App Clips	Allow

WEB CONTENT

Web Content	Unrestricted Access

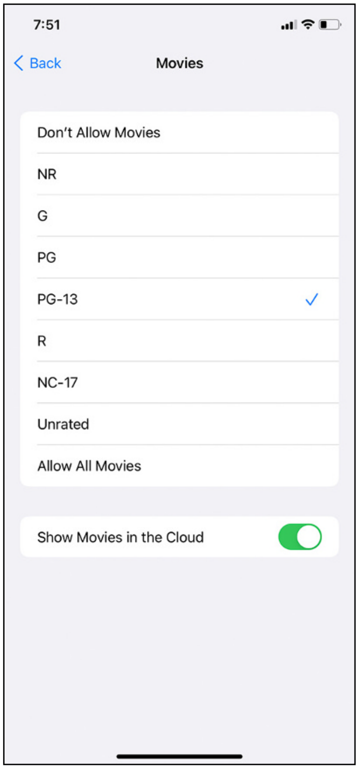
SIRI

Web Search Content	Allow
Explicit Language	Allow

GAME CENTER

Multiplayer Games	Allow with Everyone

FIGURE 5-13



7:51

Back Movies

- Don't Allow Movies
- NR
- G
- PG
- PG-13 ✓
- R
- NC-17
- Unrated
- Allow All Movies

Show Movies in the Cloud ●

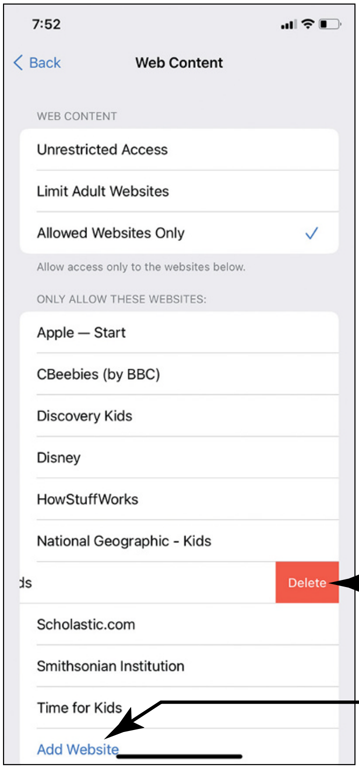
FIGURE 5-14

8. Tap Back in the upper left to return to the Content & Privacy Restrictions screen, and then view the items listed in the Privacy section.

This area lists built-in features and functions. Tapping one shows you which apps are accessing the feature or function, enabling you to limit access to specific apps or to turn off access altogether (by selecting Don't Allow Changes).

The Allow Changes section lets you determine whether changes may be made to such features of your iPhone such as volume limit settings and cellular data options.

9. Tap Back in the upper-left corner to exit the Content & Privacy Restrictions screen.



7:52

Back Web Content

WEB CONTENT

Unrestricted Access

Limit Adult Websites

Allowed Websites Only ✓

Allow access only to the websites below.

ONLY ALLOW THESE WEBSITES:

Apple — Start

CBeebies (by BBC)

Discovery Kids

Disney

HowStuffWorks

National Geographic - Kids

ds Delete

Scholastic.com

Smithsonian Institution

Time for Kids

Add Website

Tap to delete a site

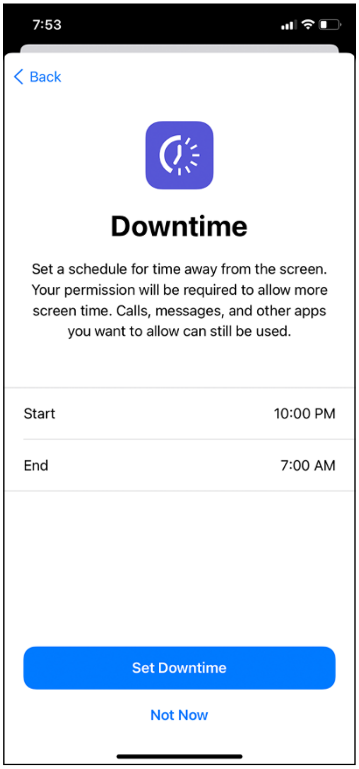
Tap to add a site

FIGURE 5-15

Manage Children's Accounts

If you have children in your life who use devices linked to your Apple ID through Family Sharing (see Chapter 16), you can manage their activities using Screen Time.

1. In the Settings app, open Screen Time options.
2. Scroll down to the Family section and tap the name of a child's account. Then tap Turn on Screen Time.
3. Tap Continue and move step by step through the process of enabling Screen Time for the child's account.
4. Tap the Start and End options to set times for Downtime, and then tap the Set Downtime button (shown in **Figure 5-16**) or tap Not Now to skip.



Downtime

Set a schedule for time away from the screen. Your permission will be required to allow more screen time. Calls, messages, and other apps you want to allow can still be used.

Start 10:00 PM

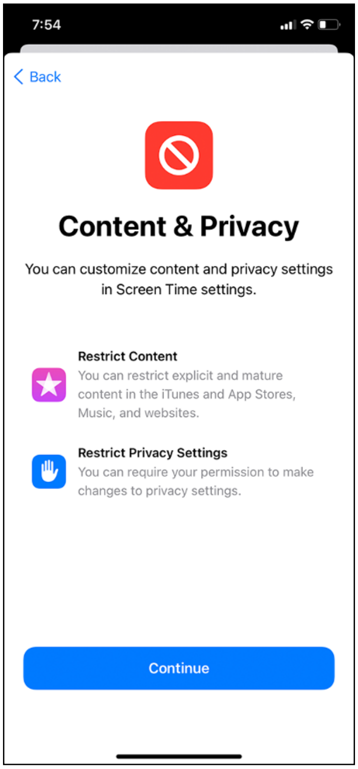
End 7:00 AM

FIGURE 5-16

5. To set app limits for the child's account, tap the circle next to an app category, or just tap the circle next to All Apps & Categories. To set a time limit, tap Set next to Time Amount, set the desired amount of time, and then tap the Set App Limit button at the bottom of the screen.

   Of course, you can also tap Not Now to skip.

6. In the Content & Privacy screen, tap the Continue button, as shown in **Figure 5-17**.



Content & Privacy

You can customize content and privacy settings in Screen Time settings.

Restrict Content
You can restrict explicit and mature content in the iTunes and App Stores, Music, and websites.

Restrict Privacy Settings
You can require your permission to make changes to privacy settings.

FIGURE 5-17

7. Set a Screen Time passcode to prevent changes from being made to the settings for this account, if prompted.

   Screen Time is now activated for the child's account. You may make changes to the account's Screen Time settings at any time.

2

Using Your iPhone

IN THIS PART . . .

- Calling friends and family
- Managing contacts
- Messaging and video calls
- Discovering utilities
- Customizing accessibility
- Getting to know Siri

IN THIS CHAPTER

- » Place and end calls
- » Place calls using Contacts
- » Receive and return calls
- » Use Favorites
- » Use tools during calls
- » Enable Do Not Disturb
- » Reply to calls via text and set reminders to call back

Chapter 6

Making and Receiving Calls

If you're someone who wants a cellphone only to make and receive calls, you probably didn't buy an iPhone. Still, making and receiving calls is one of the primary functions of any phone, smart or otherwise.

In this chapter, you discover all the basics of placing calls, receiving calls, and using available tools during a call to mute sound, turn on the speakerphone, and more. You also explore features that help you manage how to respond to a call that you can't take at the moment, how to receive calls when in your car, and how to change your ringtone.

Place a Call by Using the Keypad

Dialing a call with a keypad is an obvious first skill for you to acquire, and it's super-simple.

TIP

CarPlay is a feature that provides the capability to interact with your car and place calls by using Siri voice commands and your iPhone. Apps designed for CarPlay allow you to interact with controls on your car's console while keeping your attention on the road. Visit `www.apple.com/ios/carplay/available-models` to see which auto manufacturers are currently utilizing CarPlay in their products. To date, over 600 models support CarPlay.

To manually dial a call, follow these steps:

1. On any Home screen, tap Phone in the dock, and the app opens. Tap the Keypad icon at the bottom of the screen, and the keypad appears (see **Figure 6-1**).

   TIP

   If anything other than the keypad appears, you can just tap the Keypad icon at the bottom of the screen to display the keypad.

2. Enter the number you want to call by tapping the number buttons; as you do, the number appears above the keypad. If the person is already in your contacts, that person's name will appear under the number.

   TIP

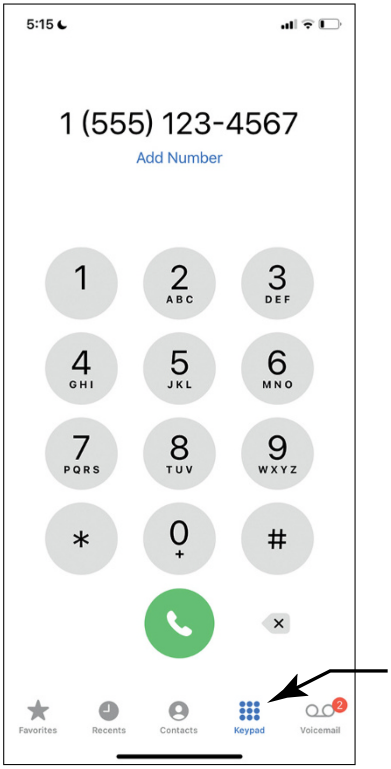
   When you enter a phone number, before you place the call, you can tap Add Number (in blue text found directly below the phone number) to add the person you're calling to your Contacts app. You can create a new contact or add the phone number to an existing contact using this feature.

3. If you enter a number incorrectly, you can clear the numbers one at a time by tapping the delete icon (left-pointing arrow with an X).

   The delete icon appears on the keypad when you begin entering a number.

4. Tap the call icon (green circle with a white telephone headset).

   The call is placed and tools appear, as shown in **Figure 6-2**.


5:15
1 (555) 123-4567
Add Number
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
7 PQRS
8 TUV
9 WXYZ
*
0 +
#
Favorites
Recents
Contacts
Keypad
Voicemail
2

Keypad icon

FIGURE 6-1

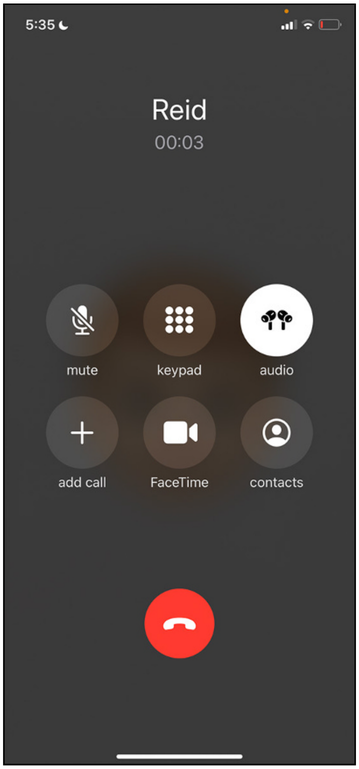

5:35
Reid
00:03
mute
keypad
audio
add call
FaceTime
contacts

FIGURE 6-2

TIP

If you’re on a call that requires you to enter numbers or symbols (such as a pound sign), tap the Keypad icon on the tools that appear during a call to display the keypad. See more about using calling tools in the “Use Tools during a Call” task, later in this chapter.

End a Call

In the following tasks, I show you several other ways to place calls; however, I don’t want to leave you on your first call without a way out. When you’re on a phone call, the green call button (refer to **Figure 6-1**) changes to a red end call button (see **Figure 6-3**). Tap the end call button, and the call is disconnected.

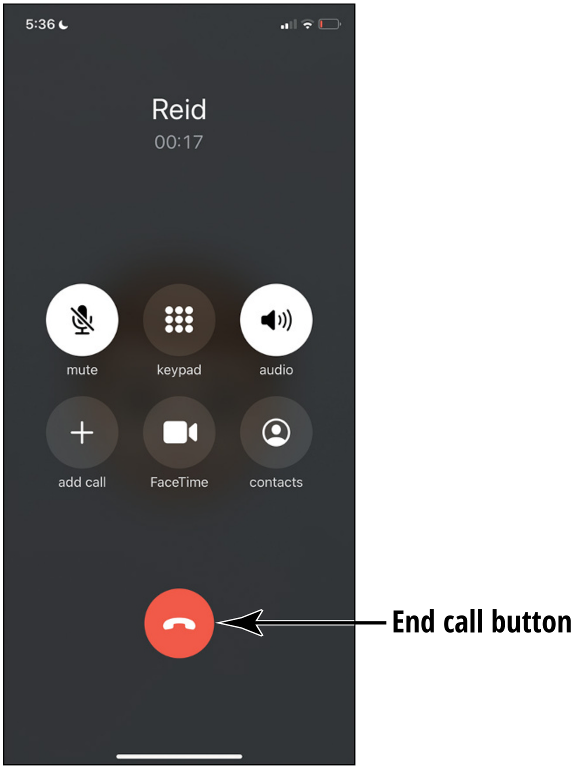
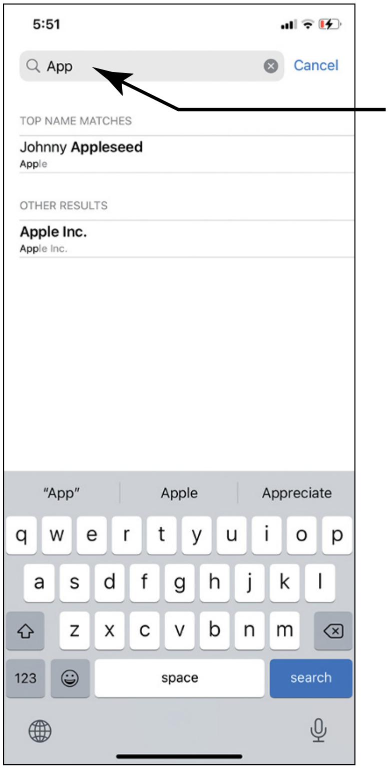

5:36
Reid
00:17
mute
keypad
audio
add call
FaceTime
contacts
End call button

FIGURE 6-3

Place a Call by Using Contacts

If you've created a contact (see Chapter 7) and included a phone number in that contact record, you can use the Contacts app to place a call.

1. Tap the Phone icon in any Home screen dock.
2. Tap the Contacts icon at the bottom of the screen.
3. In the Contacts list that appears, scroll up or down to locate the contact you need, tap a letter along the right side to jump to that section of the list, or press and hold down on the right side and then scroll up or down to the letter you need. You can also search for a contact by tapping the search field and entering part of the contact's name, as shown in **Figure 6-4**.


5:51
App
Cancel
TOP NAME MATCHES
Johnny Appleseed
Apple
OTHER RESULTS
Apple Inc.
Apple Inc.
"App"
Apple
Appreciate
q w e r t y u i o p
a s d f g h j k l
z x c v b n m
123
space
search

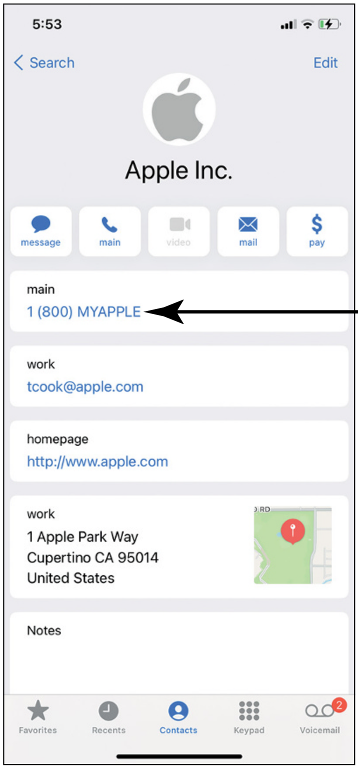
Search field

FIGURE 6-4

4. Tap the contact to display their record. In the record that appears (see **Figure 6-5**), tap the phone number field to place the call.

TIP

If you locate a contact and the record doesn't include a phone number, you can add it at this point by tapping Edit in the upper-right corner, entering the number, and then tapping Done (upper-right corner). Place your call following Step 4 in the preceding steps.


5:53
Search
Edit
message
main
video
mail
pay
Favorites
Recents
Contacts
Keypad
Voicemail
2

Apple Inc.

main
1 (800) MYAPPLE

work
tcook@apple.com

homepage
http://www.apple.com

work
1 Apple Park Way
Cupertino CA 95014
United States

Notes

Tap the phone number to call

FIGURE 6-5

Return a Recent Call

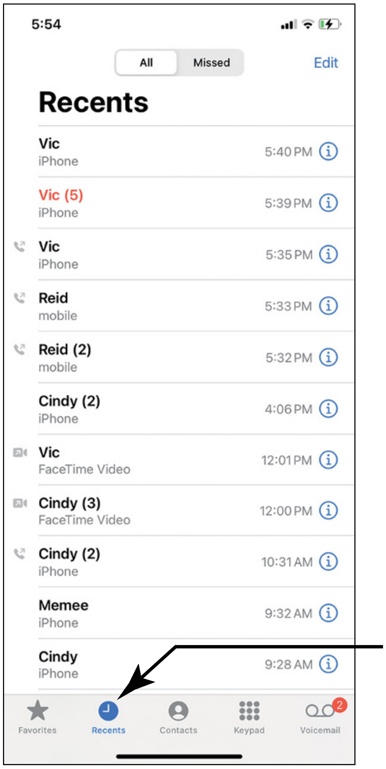
If you want to dial a number from a call you've recently made or received, you can use the Recents call list.

1. Tap Phone in the dock on any Home screen.
2. Tap the Recents icon at the bottom of the screen. A list of recent calls that you've both made and received appears (see **Figure 6-6**).

   REMEMBER

   Missed calls appear in red.
3. If you want to view only the calls you've missed, tap the Missed tab at the top of the screen.

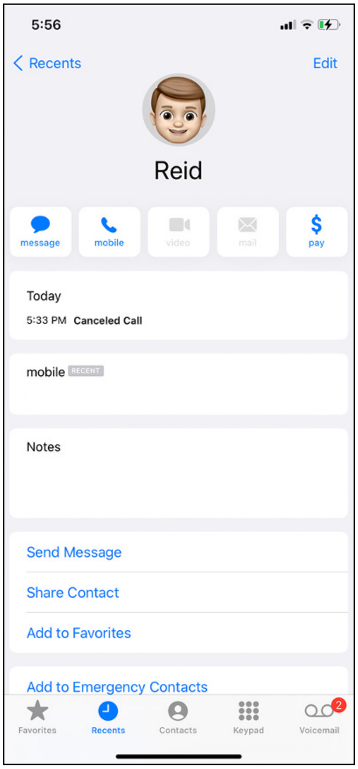
4. Tap the Info icon (*i* in a small circle) to the right of any item to view information about calls to or from this person or establishment (see **Figure 6-7**). The information displayed here might differ depending on the other phone and connection.
5. Tap the Recents icon in the upper-left corner to return to the Recents list, and then tap any call record to place a call to that number.


5:54
All
Missed
Edit
Recents
Favorites
Recents
Contacts
Keypad
Voicemail
2

Vic	iPhone	5:40 PM
Vic (5)	iPhone	5:39 PM
Vic	iPhone	5:35 PM
Reid	mobile	5:33 PM
Reid (2)	mobile	5:32 PM
Cindy (2)	iPhone	4:06 PM
Vic	FaceTime Video	12:01 PM
Cindy (3)	FaceTime Video	12:00 PM
Cindy (2)	iPhone	10:31 AM
Memee	iPhone	9:32 AM
Cindy	iPhone	9:28 AM

Recents icon

FIGURE 6-6


5:56
Recents
Edit
Reid
message
mobile
video
mail
pay
Send Message
Share Contact
Add to Favorites
Add to Emergency Contacts
Favorites
Recents
Contacts
Keypad
Voicemail
2

Today

5:33 PM Canceled Call

mobile RECENT

Notes

FIGURE 6-7

Use Favorites

You can save up to 50 contacts to Favorites in the Phone app so that you can quickly make calls to your A-list folks or businesses.

1. Tap Phone on any Home screen.
2. Tap the Favorites icon at the bottom of the screen.

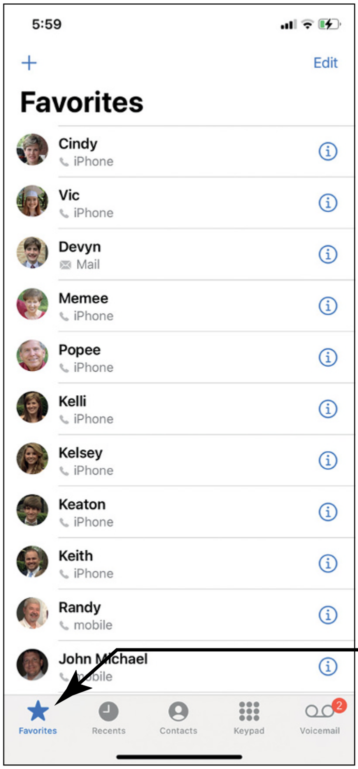
3. In the Favorites screen that appears (see **Figure 6-8**), tap + (add) in the upper-left corner.

   Your Contacts list appears and contact records that contain a phone number are in bold.

4. Tap a contact that you want to make a favorite. Next, in the menu that appears, tap a mode of communication, depending on which type of call you prefer to make to this person most of the time (see **Figure 6-9**). Tap the arrows to the right of the mode of communication to choose other options for the contact, such as alternate phone numbers.

   The Favorites list reappears with your new favorite contact on it.

5. To place a call to a favorite, open the Phone app, tap Favorites, and then tap a person in the list to place a call.



5:59

+ Edit

Favorites

Cindy
iPhone

Vic
iPhone

Devyn
Mail

Memee
iPhone

Popee
iPhone

Kelli
iPhone

Kelsey
iPhone

Keaton
iPhone

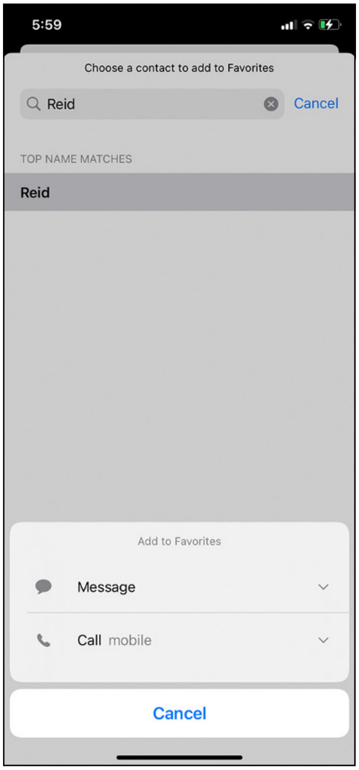
Keith
iPhone

Randy
mobile

John Michael
mobile

Favorites icon

FIGURE 6-8



5:59

Choose a contact to add to Favorites

Reid

TOP NAME MATCHES

Reid

Add to Favorites

FIGURE 6-9

TIP

If you decide to place a FaceTime call to a favorite that you've created using the Call setting, just tap the information icon (circled *i*) that appears to the right of the favorite's listing and then tap the FaceTime call button in the contact record that appears. You can also create two contacts for the same person, one with a cellphone and one with a land-line phone, for instance, and place one or both in Favorites. See Chapter 8 for more about making FaceTime calls.

Receive a Call

There's one step to receiving a call. When a call comes in to you, the screen shown in **Figure 6-10** appears:

- Tap Accept to pick up the call.
- Tap Message to send a preset text message (such as "Can I call you later?") without picking up.

  TIP

  Edit the preset messages in Settings under Phone ➪ Respond with Text.
- Tap Remind Me to have iPhone send you a reminder to return the call without answering it.
- Tap Decline or don't tap any buttons after a few rings, and the call goes to your voicemail.

Incoming calls may also appear in another way. If you're actively using your iPhone and it's unlocked, the call will appear as a banner at the top of the screen, as shown in **Figure 6-11**. Simply tap the green or red button to answer or not answer the call, respectively. You can also swipe down on the incoming call banner to see more call tools, or swipe up on the banner to send it away — the call will go to voicemail after a few rings).

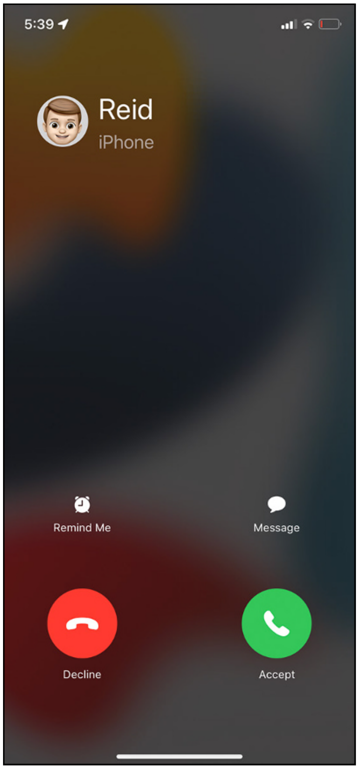

5:39
Reid
iPhone
Remind Me
Message
Decline
Accept

FIGURE 6-10

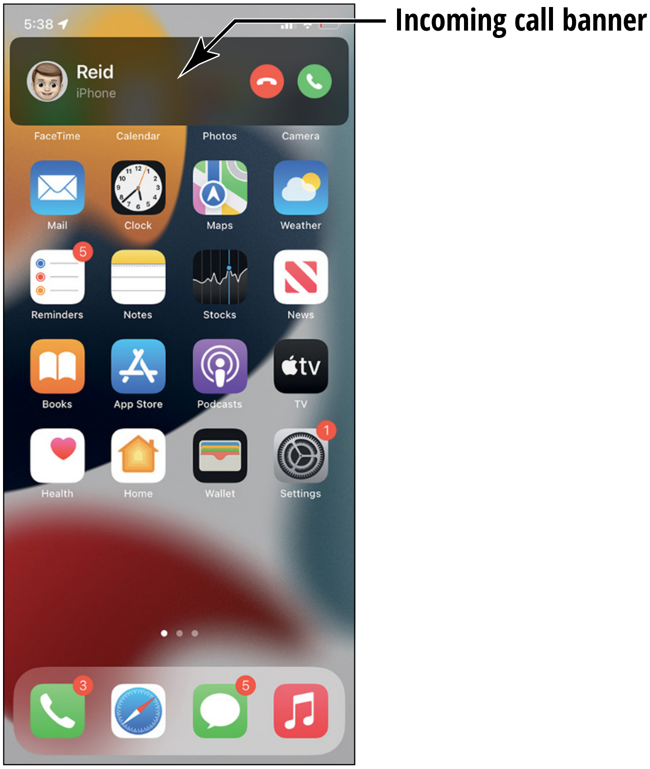

Incoming call banner
5:38
Reid
iPhone
FaceTime
Calendar
Photos
Camera
Mail
Clock
Maps
Weather
Reminders
Notes
Stocks
News
Books
App Store
Podcasts
TV
Health
Home
Wallet
Settings

FIGURE 6-11

TIP

There's another quick way to send a call to voicemail or decline it: Press the sleep/wake button on the top or side of your phone once to send a call to voicemail or press the same button twice to decline the call. You can also press one of the volume buttons once to perform the same task, if it's more convenient.

With the Handoff feature, if your iPhone is near an iPad or a Mac computer (2012 model or later) and a call comes in, you can connect to the call via Bluetooth from any of the three devices by clicking or swiping the call notification. All devices have to be signed into the same iCloud account and have enabled Bluetooth and Handoff (General ➪ AirPlay & Handoff) under Settings.

BLOCKING AND SILENCING UNSOLICITED CALLERS

Are you receiving calls from people and companies that you'd rather not get? Are telemarketers constantly bothering you? Never fear, Apple is here! You can easily block unwanted or unsolicited callers. Open the Phone app, tap the Recents icon at the bottom of the screen, and then tap the information icon (circled *i*) to the right of the caller you want to block. Swipe to the bottom of the screen, tap the red Block This Caller button, and then tap Block Contact to confirm. Simply follow the same steps to unblock the caller if you'd like to resume reception of their calls.

iOS 15 has another feature that goes one step further. If you're getting inundated with telemarking calls, your iPhone can *silence* unknown calls automatically and send them directly to voicemail. In other words, if you get a call from someone who isn't listed in your contacts, the call will go directly to voicemail, and your iPhone won't bother you with a ring or a vibration. You'll simply see a notification that an incoming call was received, and the caller will appear in your list of recent calls. If the caller leaves a voicemail, you'll receive a notification for that as well.

To turn on the silencing feature, open the Settings app, scroll down to Phone, tap Silence Unknown Callers, and then turn on the Silence Unknown Callers option. For many people, this feature is a godsend. Just make sure that all the important people in your life — including not just family and friends but also coworkers, doctors, insurance agents, pharmacists, school principals, and so forth — are in your contacts. That way, they won't be silenced when they try to reach you. If a silenced caller is someone you want to hear from in the future, add that person's number to your contacts, and your phone will ring or vibrate when the person calls.

Use Tools during a Call

When you're on a call, whether you initiated it or received it, the set of tools shown in **Figure 6-12** appear.

Here's what these six buttons allow you to do, starting with the top-left corner:

- **Mute:** Silences your microphone so that the caller can't hear you, though you can still hear the caller. The Mute button background turns white, as shown in **Figure 6-13**, when a call is muted. Tap again to unmute the call.
- **Keypad:** Displays the numeric keypad.
- **Speaker/Audio:** Turns the speakerphone feature on and off, or allows you to change the method used for listening to your call if you're connected to multiple output devices. If you're near a Bluetooth device and have Bluetooth turned on in your iPhone Settings, you'll see a list of sources (such as a car Bluetooth connection for hands-free calls) and you can choose the one you want to use.

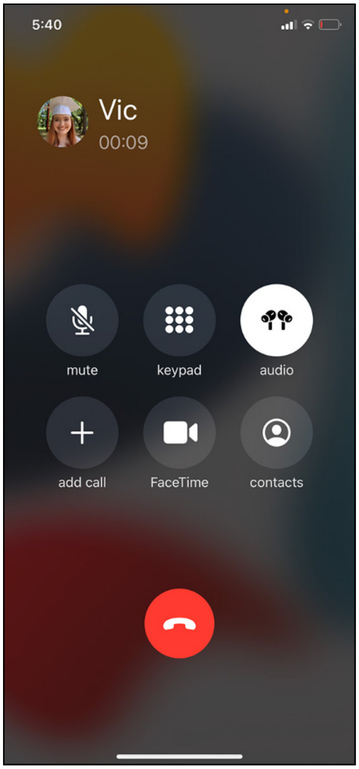

5:40
Vic
00:09
mute
keypad
audio
add call
FaceTime
contacts

FIGURE 6-12

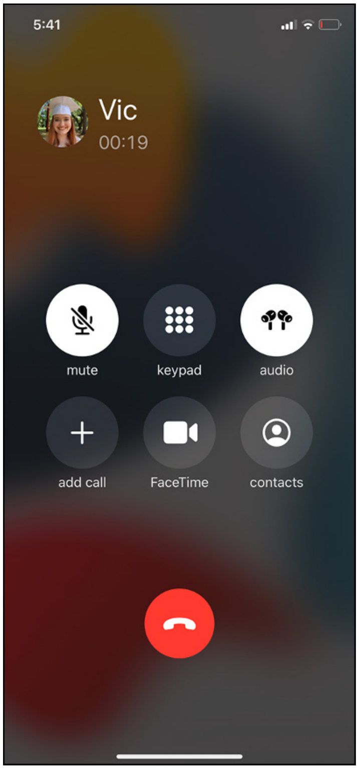

5:41
Vic
00:19
mute
keypad
audio
add call
FaceTime
contacts

FIGURE 6-13

- **Add Call:** Displays Contacts so that you can add a caller to a conference call.
- **FaceTime:** Begins a video call with someone who has an iPhone 4 or more recent model, iPod touch (4th generation or later), iPad 2 or third-generation or later, an iPad mini, or a Mac running macOS 10.7 or later.
- **Contacts:** Displays a list of contacts.

TIP

You can pair your Apple Watch with your iPhone to make and receive calls using it. For more information, visit Apple's Support site at `https://support.apple.com/watch`.

Turn On Do Not Disturb

The Do Not Disturb feature has been around for quite a while, but it's now a part of Focus, a new feature that keeps you from being disturbed by incoming calls and notifications during various times and tasks. You can customize a list of people or apps that can still contact or notify you, even when a focus is enabled.

Do Not Disturb causes your iPhone to silence incoming calls and notifications when it's locked, displaying only a moon-shaped icon to let you know that a call is coming in. To enable Do Not Disturb:

1. Open Control Center.

   If your iPhone has a Home button, swipe up from the bottom of the screen. Otherwise, swipe down from the upper-right corner to the center. The Control Center screen appears.
2. Tap the Focus button.
3. To enable the Do Not Disturb feature, tap its button (shown in **Figure 6-14**).

TIP

When you turn on the Do Not Disturb feature, calls from favorites are automatically allowed through by default.

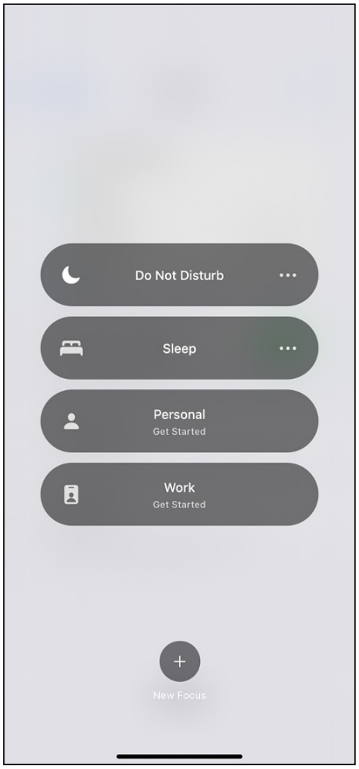

Do Not Disturb
Sleep
Personal
Get Started
Work
Get Started
New Focus

FIGURE 6-14

Set Up a Driving Focus

You can set up a specific focus for driving, which will cause your iPhone to use Do Not Disturb when you enable it manually or if you allow your iPhone to enable it automatically.

Here's how to create a focus for driving:

1. Tap Settings ➪ Focus.
2. Tap + in the upper-right corner.
3. In the What Do You Want to Focus On? screen, tap Driving (see **Figure 6-15**).

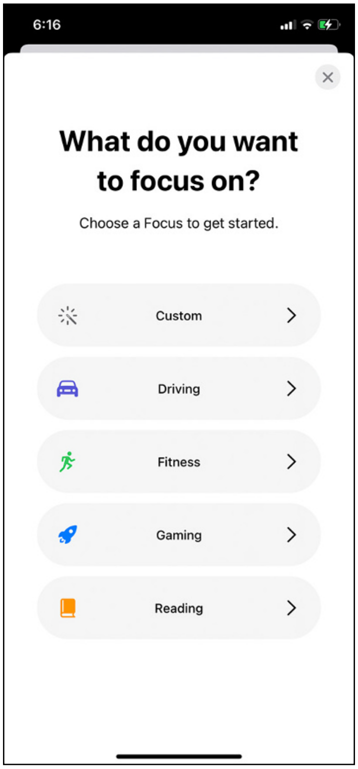

6:16
What do you want to focus on?
Choose a Focus to get started.
Custom
Driving
Fitness
Gaming
Reading

FIGURE 6-15

4. Select an option:
   - If you want to allow your iPhone to detect when you're driving and enable Do Not Disturb automatically, tap the blue Turn Driving on Automatically button.
   - To add the Driving focus to your Focus list but prevent it from being enabled automatically, tap Skip.
5. Tap Done on the Your Focus Is Ready screen to view the settings for your new Driving focus.
6. To customize how the Driving focus is activated, tap the While Driving button in the Automation section and choose one of the following:
   - *Manually (default):* You activate the feature through Control Center (see Chapter 3 for more information).
   - *When Connected to Car Bluetooth:* The feature activates automatically when your iPhone connects to your vehicle's Bluetooth.

- *Automatically:* The feature is enabled whenever your iPhone detects that you're in an accelerating vehicle. Yes, it's that smart! This feature could be inconvenient when you're simply a passenger — simply disable the feature for the duration of the ride.

TIP

When you're connected to your vehicle's Bluetooth or a hands-free accessory, phone calls can come through but not texts or notifications.

TIP

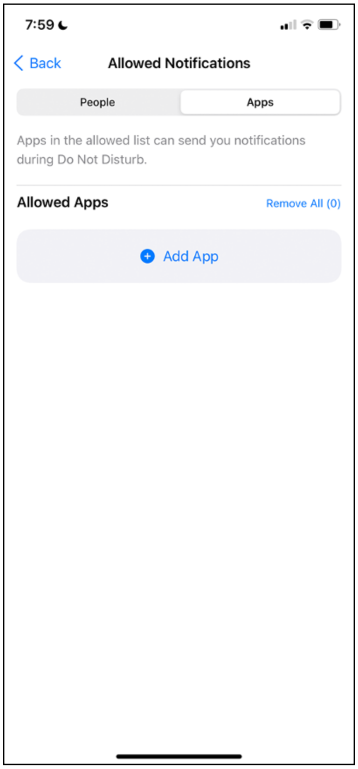
If your car is equipped with CarPlay, you can have your iPhone automatically activate the Driving focus when you connect it to your car via Bluetooth or USB. Go to Settings ➪ Focus ➪ Driving ➪ While Driving, and toggle on (green) the Activate with CarPlay switch.

Set Up Exceptions for Do Not Disturb

If there are people or apps whose calls or notifications you want to receive even when the Do Not Disturb feature or a specific focus is turned on, you can set up Allowed Notifications:

1. Go to Settings ➪ Focus.
2. Tap either Do Not Disturb or the particular focus you'd like to edit.
3. To customize who or what app can contact or notify you, even when Do Not Disturb or the particular focus is on, tap the People button or the Apps button or both in the Allowed Notifications section.
4. Tap the Add Person or Add App button, as shown in **Figure 6-16**.
5. Tap the names of people or apps for which you want to allow exceptions, and then tap the Done button in the upper-right corner.

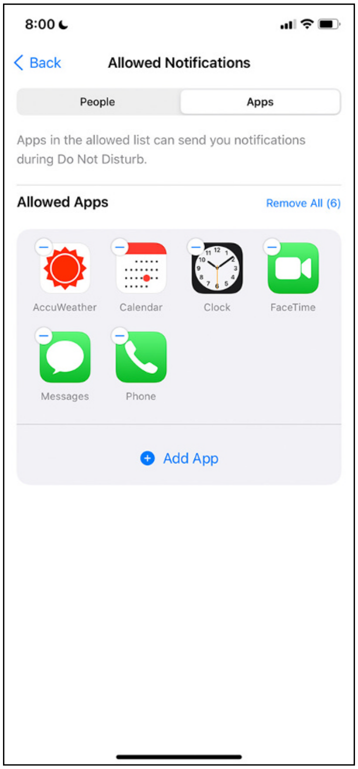
   The Allowed People or Allowed Apps area displays the list of people or apps for which you've allowed exceptions (see **Figure 6-17**).


7:59
Back
Allowed Notifications
People
Apps

Apps in the allowed list can send you notifications during Do Not Disturb.

Allowed Apps
Remove All (0)
Add App

FIGURE 6-16


8:00
Back
Allowed Notifications
People
Apps

Apps in the allowed list can send you notifications during Do Not Disturb.

Allowed Apps
Remove All (6)
AccuWeather
Calendar
Clock
FaceTime
Messages
Phone
Add App

FIGURE 6-17

6. To remove an individual person or app from the list, tap – in the upper-left corner of an icon. Or to wipe the slate clean, tap Remove All.
7. To exit Allowed Notifications, tap Back in the upper-left corner.

Reply to a Call via Text or Set a Reminder to Call Back

You can reply with a text message to callers whose calls you can't answer. You can also set up a reminder to call the person back later:

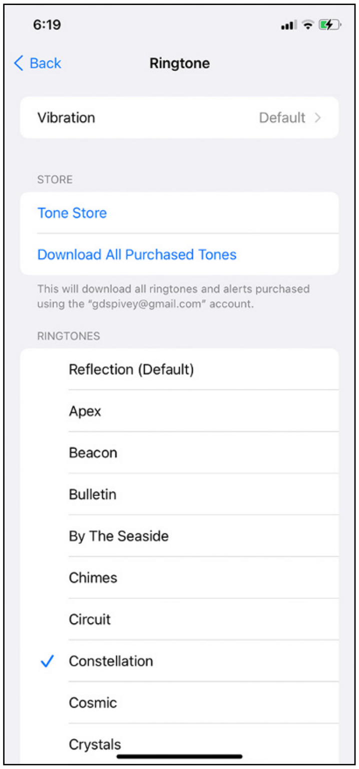
- When a call comes in that you want to send a preset message to, tap Message. Then tap a preset reply, or tap Custom and enter a message.

- When a call comes in for which you want to set up a reminder, tap Remind Me, and then tap In One Hour or When I Leave.

Change Your Ringtone

The music or sound that plays when a call is coming in is called a ringtone. Your phone is set up with a default ringtone, but you can choose among a large number of Apple-provided choices.

1. Tap the Settings icon.
2. Tap Sounds & Haptics and then tap Ringtone.
3. Scroll down the list of ringtones and tap on one to preview it (see **Figure 6-18**).



6:19

< Back Ringtone

Vibration Default >

STORE

Tone Store

Download All Purchased Tones

This will download all ringtones and alerts purchased using the "gdspivey@gmail.com" account.

RINGTONES

Reflection (Default)
Apex
Beacon
Bulletin
By The Seaside
Chimes
Circuit
✓ Constellation
Cosmic
Crystals

FIGURE 6-18

4. When you’ve selected the ringtone that you want, tap Back to return to the Sounds & Haptics settings with your new ringtone in effect.

TIP

You can set custom ringtones also for individual contacts by using the Contacts app. So when, say, your child or children call, you can have a ringtone that you associate only with them. And you can do the same for your spouse, boss, or best friend. Open a contact’s record, tap Edit, and then tap the Ringtone setting to display a list of ringtones. Tap one and then tap Done to save it.

IN THIS CHAPTER

- » Add, share, and delete contacts
- » Sync contacts with iCloud
- » Assign a photo to a contact
- » Add social media information
- » Customize contacts profiles
- » Search for a contact
- » View a contact's location in Maps

Chapter 7

Organizing Contacts

Contacts is the iPhone equivalent of the dog-eared address book that used to sit by your phone. The Contacts app is simple to set up and use yet has some powerful features beyond simply storing names, addresses, and phone numbers.

For example, you can pinpoint a contact's address in iPhone's Maps app. You can use your contacts to address email and Facebook messages and Twitter tweets quickly. If you store a contact record that includes a website, you can use a link in Contacts to view that website instantly. In addition, of course, you can easily search for a contact by a variety of criteria, including how people are related to you, such as family or mutual friends, or by groups you create.

iOS 15 introduces onscreen context, which allows you to make requests of Siri while viewing a specific contact. Siri will then carry out the request for the contact you're viewing, without the need to reference the person.

In this chapter, you discover the various features of Contacts, including how to save yourself time spent entering contact information by syncing contacts with such services as iCloud.

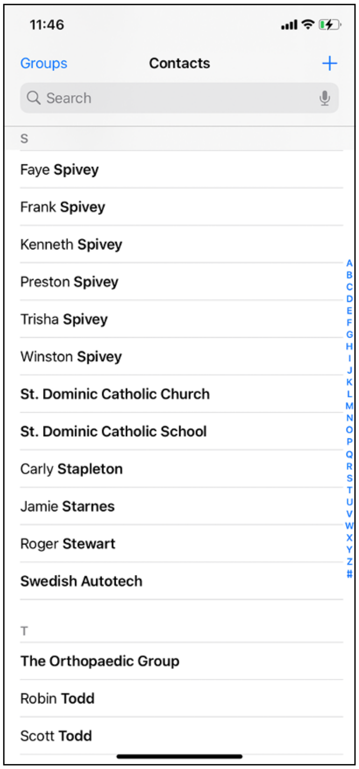
Add a Contact

1. Access Contacts by tapping Phone at the bottom of the Home screen, and then tap the Contacts icon at the bottom of the screen.

   Or simply find and tap the Contacts app icon on a Home screen (it's on the second one by default). An alphabetical list of contacts appears, like the one shown in **Figure 7-1**.

2. Tap + (add) in the upper-right corner.

   A blank New Contact page opens (see **Figure 7-2**).


11:46
Groups
Contacts
+
Search
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z #

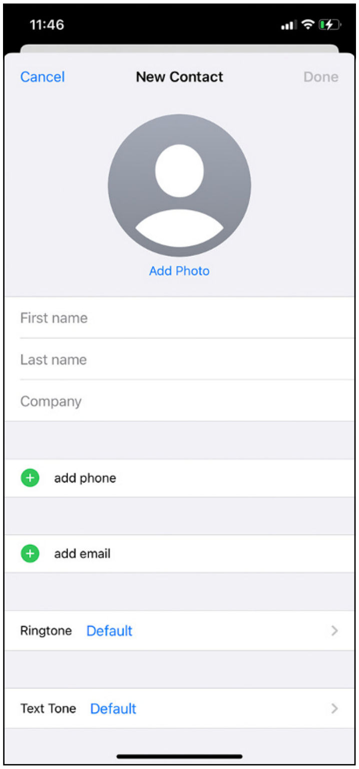
S

Faye **Spivey**
Frank **Spivey**
Kenneth **Spivey**
Preston **Spivey**
Trisha **Spivey**
Winston **Spivey**
St. Dominic Catholic Church
St. Dominic Catholic School
Carly **Stapleton**
Jamie **Starnes**
Roger **Stewart**
Swedish Autotech

T

The Orthopaedic Group
Robin **Todd**
Scott **Todd**

FIGURE 7-1


11:46
Cancel
New Contact
Done
Add Photo
First name
Last name
Company
add phone
add email

Ringtone Default
Text Tone Default

FIGURE 7-2

3. Tap in any field and the onscreen keyboard appears. Enter any contact information you want.

   TIP

   Only one of the First name, Last name, and Company fields is required, but feel free to add as much information as you like.

4. To scroll down the contact's page and see more fields, flick up on the screen with your finger.

5. If you want to add information (such as a mailing or street address), tap the relevant Add field, which opens additional entry fields.

6. To add an information field, such as Nickname or Suffix, tap the blue add field button toward the bottom of the page. In the Add Field dialog that appears (see **Figure 7-3**), choose a field to add, and then populate it with the relevant info.

   TIP

   To view all the fields, flick up or down the screen.

   TIP

   If your contact has a name that's difficult for you to pronounce, consider adding the Phonetic First Name, Phonetic Middle Name, or Phonetic Last Name field (or some combination thereof) to that person's record.

7. Tap the Done button in the upper-right corner when you've finish making entries.

   The new contact appears in your address book.

8. Tap your new contact to view the details (see **Figure 7-4**).

TIP

You can choose a distinct ringtone or text tone for a new contact. Just tap the Ringtone or Text Tone field in the New Contact form (refer to Figure 7-2) or when editing a contact to see a list of options. Then when the contact calls on the phone, calls using FaceTime, or texts, you will recognize the person from the tone that plays.

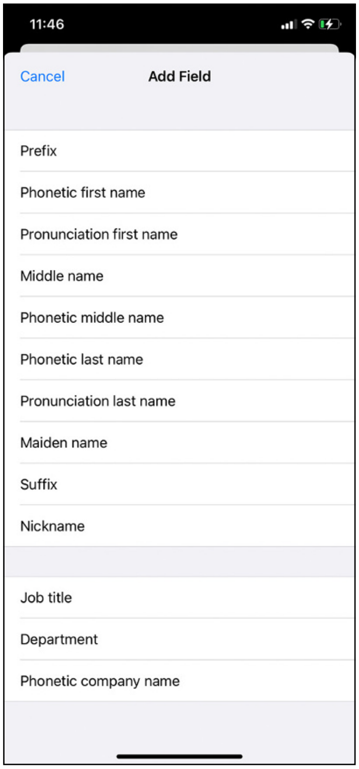
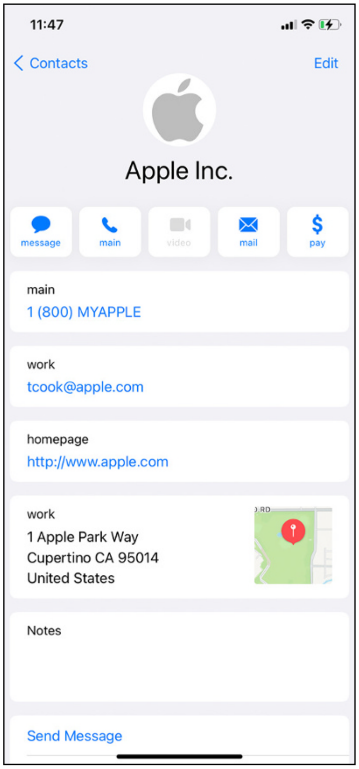

11:46
Cancel
Add Field
Prefix
Phonetic first name
Pronunciation first name
Middle name
Phonetic middle name
Phonetic last name
Pronunciation last name
Maiden name
Suffix
Nickname
Job title
Department
Phonetic company name

FIGURE 7-3


11:47
Contacts
Edit
message
main
video
mail
pay
Send Message

Apple Inc.

main
1 (800) MYAPPLE

work
tcook@apple.com

homepage
http://www.apple.com

work
1 Apple Park Way
Cupertino CA 95014
United States

Notes

FIGURE 7-4

Sync Contacts with iCloud

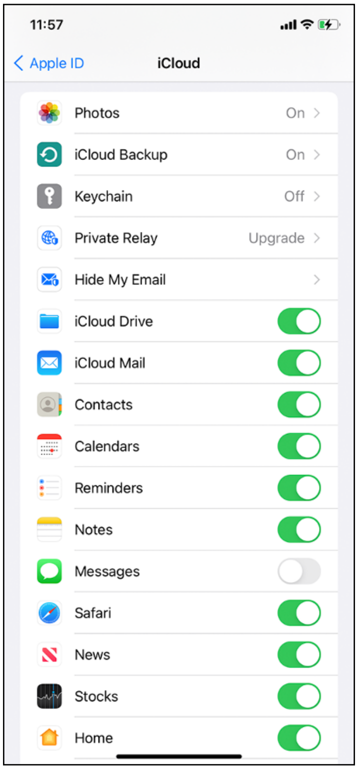
You can use your iCloud account to sync contacts from your iPhone to iCloud to back them up. These also become available to your email account, if you set one up.

TIP

Mac users can also use iTunes or Finder (if your Mac is running macOS Catalina or newer) to sync contacts among all your Apple devices. Windows PC users also use iTunes. See Chapter 4 for more about iTunes settings.

1. On the Home screen, tap Settings, tap the name of your Apple ID account (at the top of the screen), and then tap iCloud.

2. In the iCloud settings shown in **Figure 7-5**, make sure that the switch for Contacts is set on (green) to sync contacts.
3. In the top-left corner of the screen, tap Apple ID and then tap the Settings button to return to Settings.
4. To choose which email account to sync with (if you have more than one account set up), scroll down and tap Mail. Tap the Accounts section, and then tap the email account you want to use.
5. In the following screen (see **Figure 7-6**), toggle the Contacts switch on to merge contacts from that account via iCloud.



11:57

< Apple ID iCloud

Photos On >

iCloud Backup On >

Keychain Off >

Private Relay Upgrade >

Hide My Email >

iCloud Drive ●

iCloud Mail ●

Contacts ●

Calendars ●

Reminders ●

Notes ●

Messages ○

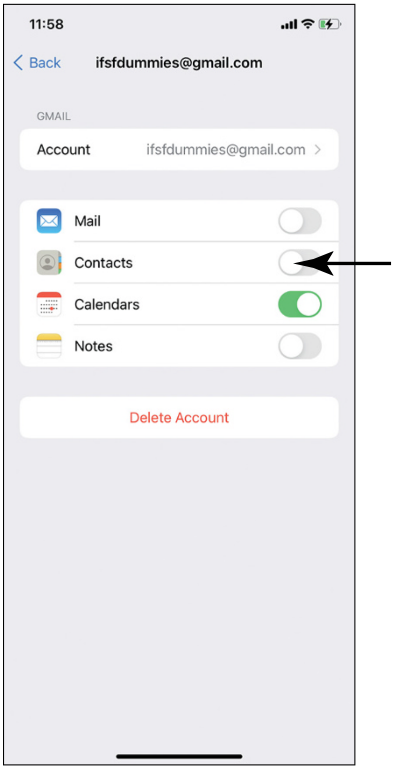
Safari ●

News ●

Stocks ●

Home ●

FIGURE 7-5



11:58

< Back ifsfdummies@gmail.com

GMAIL

Account ifsfdummies@gmail.com >

Mail ○

Contacts ○

Calendars ●

Notes ○

Delete Account

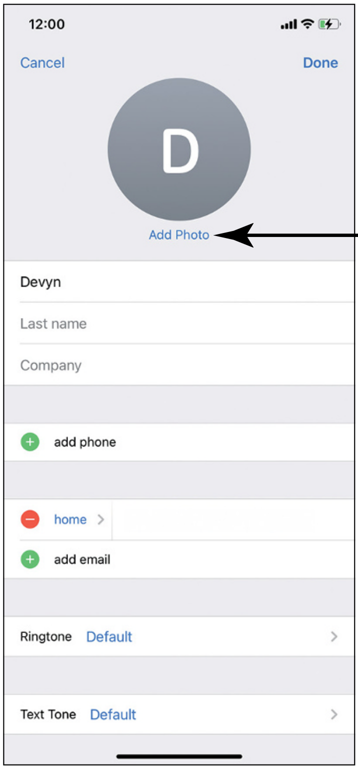
Tap on

FIGURE 7-6

Assign a Photo to a Contact

Assigning photos to a contact can be both functional and aesthetic. Here's how to go about doing so:

1. With Contacts open, tap a contact to whose record you want to add a photo.
2. Tap Edit.
3. On the info page that appears (see **Figure 7-7**), tap Add Photo (or Edit if the contact already has a photo assigned).
4. In the menu that appears, tap a suggested photo, tap a memoji, or tap the all photos icon (labeled in **Figure 7-8**) and locate and tap a photo to select it.



Devyn

Last name

Company

Ringtone Default

Text Tone Default

Tap to add or edit a photo

FIGURE 7-7

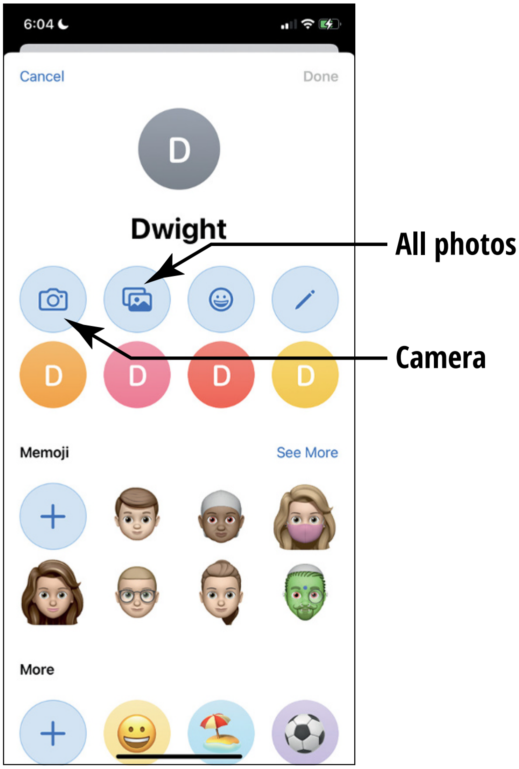

6:04
Cancel
Done
D
Dwight
All photos
Camera
D
D
D
D
Memoji
See More
More

FIGURE 7-8

TIP

You could also tap the camera icon (labeled in Figure 7-8) to take that contact's photo on the spot.

5. In the Move and Scale dialog that appears (see **Figure 7-9**), position the photo by dragging it with your finger.

TIP

6. Tap the Choose button to use the photo for this contact. If prompted, you may also select a filter to use with the photo.

7. Tap Done, tap Done again, and finally tap Done once more to save changes to the contact.

   The photo appears on the contact's info page (see **Figure 7-10**).

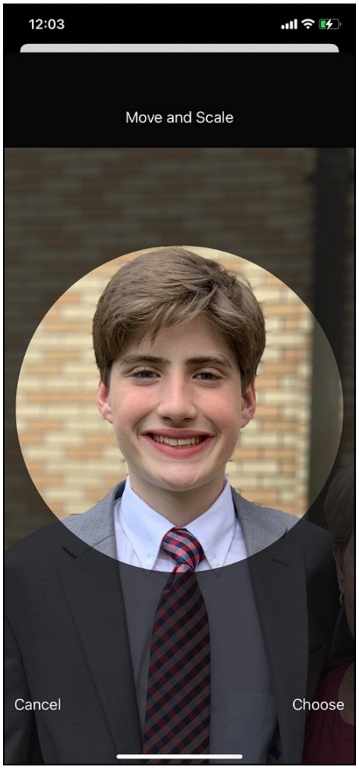
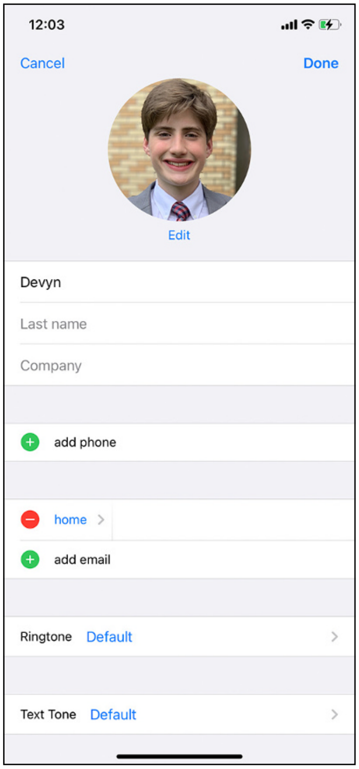

12:03
Move and Scale
Cancel
Choose

FIGURE 7-9


12:03
Cancel
Done
Edit
Last name
Company
add phone
home
add email

Devyn

Ringtone Default

Text Tone Default

FIGURE 7-10

TIP

While in the Move and Scale dialog, in Step 5, you can modify the photo before saving it to the contact information. You can pinch or unpinch your fingers on the iPhone screen to contract or expand the photo, drag the photo around the space to focus on a particular section, and then tap Choose to use the modified version.

Add Social Media Information

iPhone users can add social media information to their contacts so that they can quickly tweet (send a short message to) others using Twitter, comment to a contact on Facebook, and more.

You can use any of the following social media platforms with Contacts: Twitter, Facebook, Flickr, LinkedIn, Myspace, and Sina Weibo.

To add social media information to contacts, follow these steps:

1. Open Contacts in the Phone app, and then tap a contact.
2. Tap Edit in the upper-right corner of the screen.
3. Scroll down and tap Add Social Profile.

   Twitter is the default service that pops up.
4. To change the default service, tap Twitter and select from the list of services shown in **Figure 7-11**. Tap Done after you've selected the service you'd like to use.

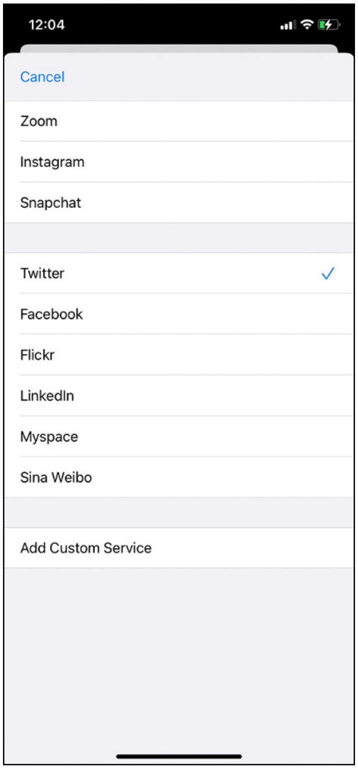

12:04
Cancel
Zoom
Instagram
Snapchat
Twitter ✓
Facebook
Flickr
LinkedIn
Myspace
Sina Weibo
Add Custom Service

FIGURE 7-11

TIP

Other social media and app platforms may also appear in the services list, depending on which apps you have installed on your iPhone.

5. Enter the information for the social profile as needed.

   TIP

   You may add multiple social profiles if you like.

6. Tap Done and the information is saved.

   The social profile account is now displayed when you select the contact, and you can send tweets, Facebook messages, or what-have-you by simply tapping the username, tapping the service you want to use to contact the person, and then tapping the appropriate command (such as Facebook posting).

Designate Related People

You can quickly designate relationships in a contact record if those people are saved to Contacts. One great use for this feature is to then use Siri to, for example, simply say, “Call son” to call someone who is designated in your contact information as your son.

TIP

There’s a setting for Linked Contacts in the Contacts app when you’re editing a contact’s record. Using this setting isn’t like adding a relation; rather, if you have records for the same person that have been imported into Contacts from different sources, such as Google or Twitter, you can link them to show only a single contact.

1. Tap a contact and then tap Edit.
2. Scroll down the record and tap Add Related Name.

   The field labeled Mother (see **Figure 7-12**) appears.

3. If the contact you’re looking for is indeed your mother, leave it as is. Otherwise, tap Mother and select the correct relationship from the list provided.

4. Tap the blue info icon to the right of the Related Name field, and your Contacts list appears. Tap the related person's name, and it appears in the field (see **Figure 7-13**).
5. If you would like to add additional names, tap Add Related Name again and continue to add additional names as needed.
6. Tap Done to complete the edits.

TIP

After you add relations to a contact record, when you select the person in the Contacts main screen, all the related people for that contact are listed there.

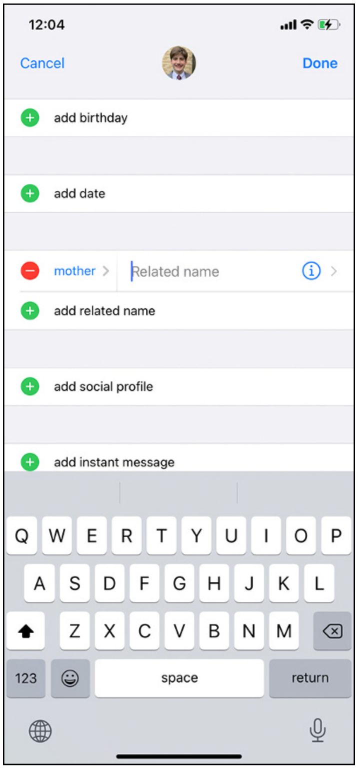

12:04
Cancel
Done
add birthday
add date
mother
Related name
add related name
add social profile
add instant message
Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M
123
space
return

FIGURE 7-12

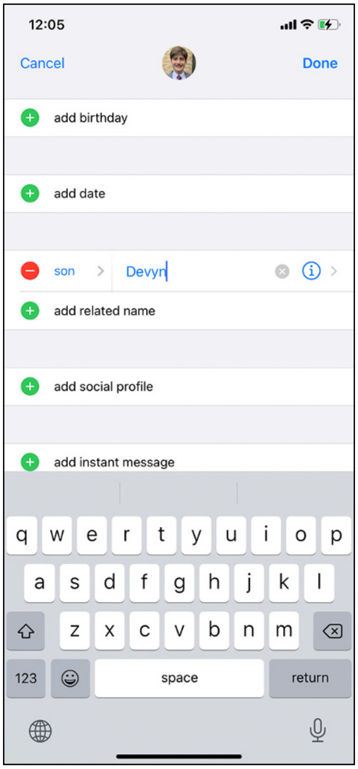

12:05
Cancel
Done
add birthday
add date
son
Devyn
add related name
add social profile
add instant message
q w e r t y u i o p
a s d f g h j k l
z x c v b n m
123
space
return

FIGURE 7-13

Set Individual Ringtones and Text Tones

If you want to hear a unique tone when you receive a phone or FaceTime call from a particular contact, you can set up this feature in Contacts. For example, if you want to be sure that you know instantly whether your spouse, friend, or boss is calling, you can set a unique tone for that person.

TIP

If you set a custom tone for someone, that tone will be used when that person calls or contacts you via FaceTime too.

To set up custom tones, follow these steps:

1. Tap to add a new contact, or select a contact in the list of contacts and tap Edit.
2. Tap the Ringtone field (new contact), tap Edit and then tap the Ringtone field (existing contact).

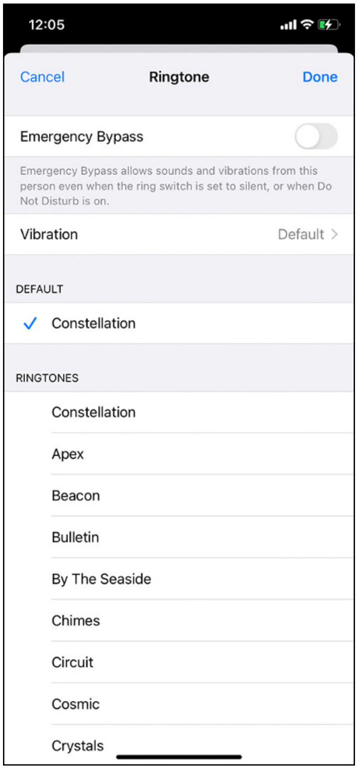
   A list of tones appears (see **Figure 7-14**).

   TIP

   You can set a custom text tone to be used when the person sends you a text message. Tap Text Tone instead of Ringtone in Step 2, and then follow the remaining steps.
3. Scroll up and down to see the full list of tones. Tap a tone, and a preview of the tone plays. When you hear one you like, tap Done in the upper-right corner.

TIP

If your Apple devices are synced via iCloud, setting a unique ringtone for an iPhone contact also sets it for use with FaceTime and Messages on your iPad and Mac. See Chapter 4 for more about iCloud.


12:05
Cancel
Ringtone
Done

Emergency Bypass

Emergency Bypass allows sounds and vibrations from this person even when the ring switch is set to silent, or when Do Not Disturb is on.

Vibration Default

DEFAULT
✓ Constellation
RINGTONES
Constellation
Apex
Beacon
Bulletin
By The Seaside
Chimes
Circuit
Cosmic
Crystals

FIGURE 7-14

Search for a Contact

If you're like a lot of folks, your contacts list can grow exponentially in a short time. Being able to search for a contact, as opposed to scrolling through them all, is a real boon.

1. With Contacts open, tap the search field at the top of your Contacts list (see **Figure 7-15**).

   The onscreen keyboard opens.

2. Type the first letters of either the first or last name, the nickname, the phonetic name, or the company.

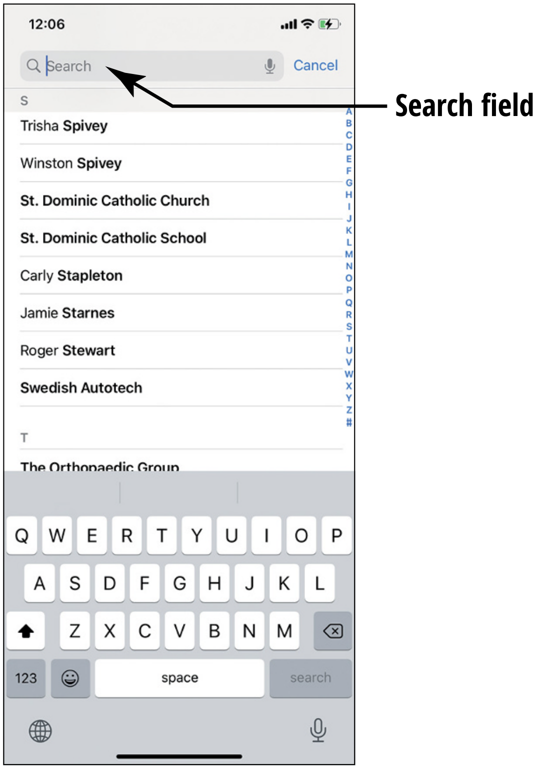

12:06
Search
Cancel
Search field
S
Trisha Spivey
Winston Spivey
St. Dominic Catholic Church
St. Dominic Catholic School
Carly Stapleton
Jamie Starnes
Roger Stewart
Swedish Autotech
T
The Orthopaedic Group
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z #
Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M
123
space
search

FIGURE 7-15

All matching results appear, as shown in **Figure 7-16**. For example, typing *App* might display Johnny Appleseed and Apple, Inc. in the results, both of which have *App* as the first three letters of the first or last part of the name or address.

TIP

You can use the alphabetical listing along the right side of All Contacts and tap a letter to locate a contact. Also, you can tap and drag to scroll down the list of contacts on the All Contacts page.

3. Tap a contact in the results to display that person's info page.

TIP

You can search by phone number simply by entering the phone number in the search field until the list narrows to the person you're looking for. This might be a good way to search for all contacts in your town or company, for example.

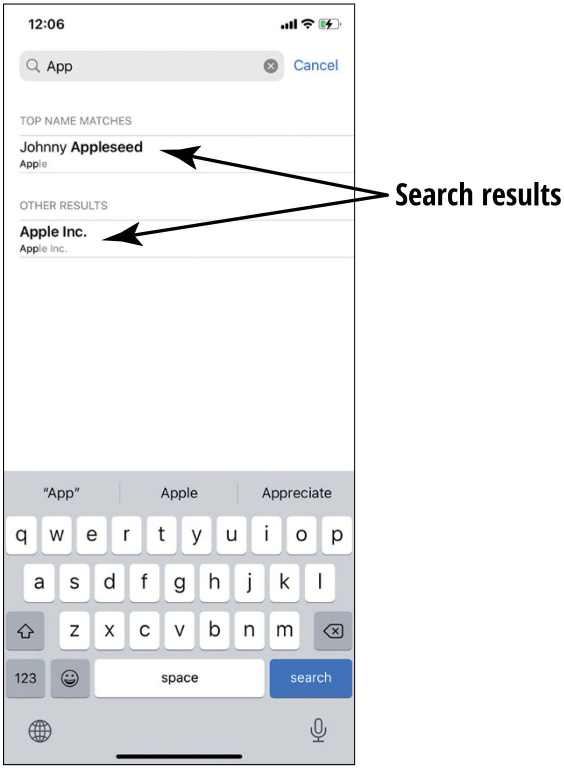

12:06
App
Cancel
TOP NAME MATCHES
Johnny Appleseed
Apple
OTHER RESULTS
Apple Inc.
Apple Inc.
"App"
Apple
Appreciate
q w e r t y u i o p
a s d f g h j k l
z x c v b n m
123
space
search
Search results

FIGURE 7-16

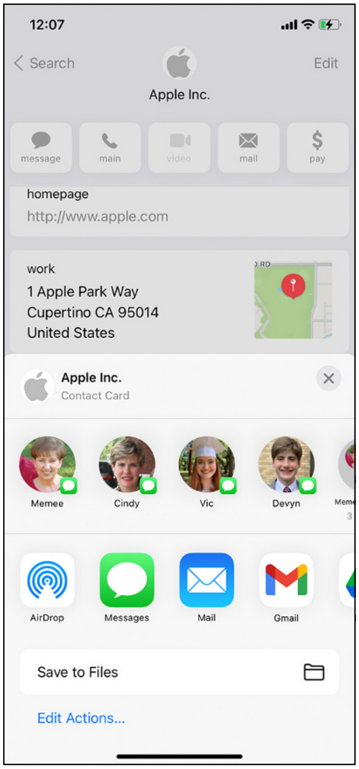
Share a Contact

After you've entered contact information, you can share it with others via an email, a text message, and other methods.

1. With Contacts open, tap a contact name to display its information.
2. On the information page, scroll down and tap Share Contact. In the dialog that appears, shown in **Figure 7-17**, tap the method you'd like to use to share the contact.

TIP

To share with a nearby AirDrop-enabled device, use the AirDrop button in the screen shown in Figure 7-16. Just select a nearby device, and your contact is transmitted to that person's Apple device (an iPhone, a Mac with the AirDrop folder open in Finder, or an iPad).


12:07
Search
Edit
Apple Inc.
message
main
video
mail
pay

homepage
http://www.apple.com

work
1 Apple Park Way
Cupertino CA 95014
United States

Apple Inc.
Contact Card
Memee
Cindy
Vic
Devyn
AirDrop
Messages
Mail
Gmail
Save to Files
Edit Actions...

FIGURE 7-17

3. If emailing or sharing via text message, use the onscreen keyboard to enter the recipient's information.
4. If sharing an email or a text message, tap the Send button.

   The message goes to your recipient with the contact information attached as a .vcf file, as shown in **Figure 7-18**. (This vCard format is commonly used to transmit contact information.)

TIP

When someone receives a vCard containing contact information, that person needs only click the attached file to open it. At this point, depending on the email or contact management program, the recipient can perform various actions to save the content. Other iPhone, iPod touch, iPad, or Mac users can easily import .vcf records as new contacts in their own Contacts apps.

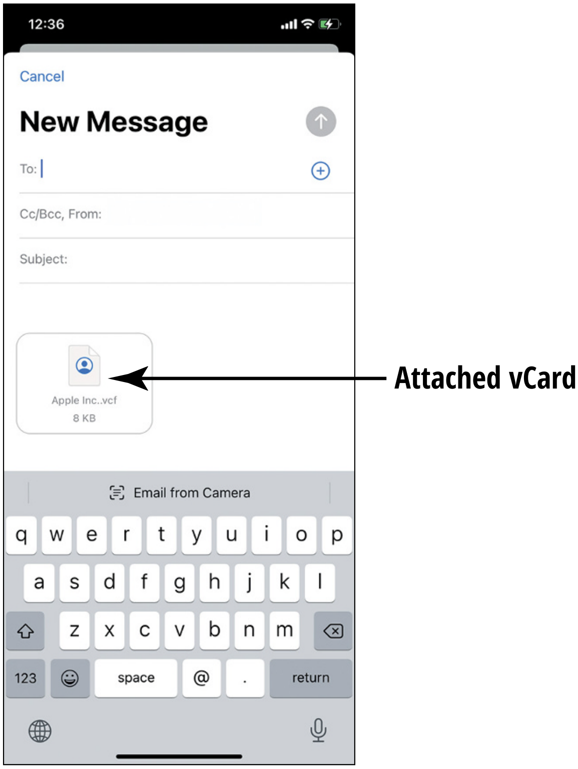

12:36
Cancel
New Message
To:
Cc/Bcc, From:
Subject:
Apple Inc..vcf
8 KB
Attached vCard
Email from Camera
q w e r t y u i o p
a s d f g h j k l
z x c v b n m
123
space
@
.
return

FIGURE 7-18

Delete a Contact

When it's time to remove a name or two from your Contacts, it's easy to do.

1. With Contacts open, tap the contact you want to delete.
2. On the information page, tap Edit.
3. On the info page that appears, scroll to the bottom of the record and tap Delete Contact (see **Figure 7-19**).
4. When the confirmation dialog appears, tap Delete Contact to confirm the deletion.

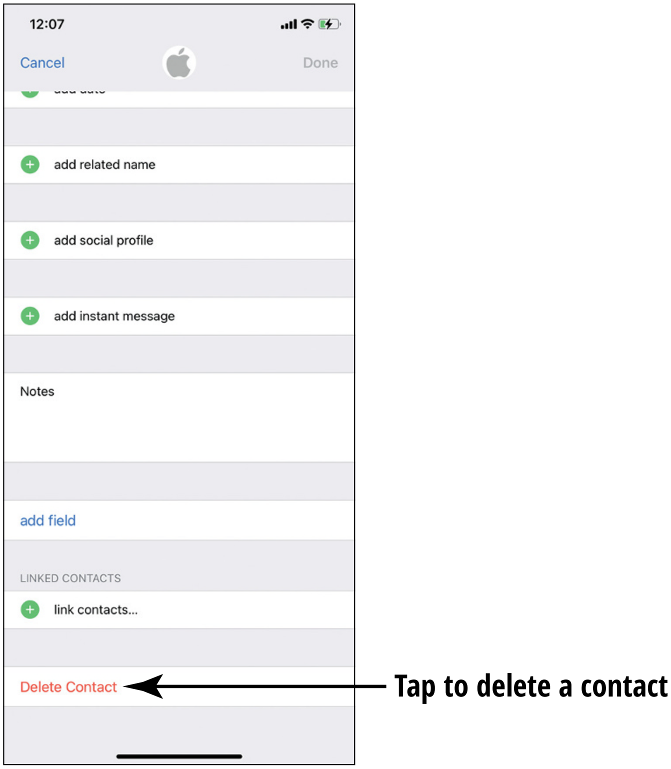

12:07
Cancel
Done
add related name
add social profile
add instant message
Notes
add field
LINKED CONTACTS
link contacts...
Delete Contact
Tap to delete a contact

FIGURE 7-19

WARNING

Be careful: After you tap Delete Contact in the confirmation dialog, there's no going back! Your contact is deleted from your iPhone and any other device that syncs to your iPhone by iCloud, Google, or other means. During Step 4 of this process, if you change your mind, simply tap Cancel.

IN THIS CHAPTER

- » **Make, accept, and end FaceTime calls**
- » **Switch views**
- » **Set up an iMessage account**
- » **Create, send, and read messages**
- » **Send emojis and special effects**
- » **Send audio, photos, videos, and group messages**
- » **Hide alerts**

Chapter 8

Communicating with FaceTime and Messages

FaceTime is an excellent video-calling app that lets you call people who have FaceTime on their devices by using either a phone number or an email address. You and your friend, colleague, or family member can see each other as you talk, which makes for a much more personal and engaging calling experience.

iOS 15 puts a new face (user interface) on FaceTime, and adds some other tweaks and techs. Among my favorites are audio upgrades, which include spatial audio (helps those you're speaking with sound like they're right in the room, and their voice is cast in whatever direction they face in the call) and voice isolation mode (isolates your voice from other noises around you, allowing others to hear you and not your neighbor's lawnmower). I also like portrait mode, which causes your iPhone's cameras to focus on you while blurring everything behind you.

iMessage is a feature available through the preinstalled Messages app for instant messaging (IM). IM involves sending a text message to somebody's iPhone, iPod touch, Mac running macOS 10.9 or later, or iPad (using the person's phone number or email address to carry on an instant conversation). You can even send audio and video via Messages.

In this chapter, I introduce you to FaceTime and the Messages app and review their simple controls. In no time, you'll be socializing with all and sundry.

What You Need to Use FaceTime

Here's a quick rundown of the type of device and the information you need for using FaceTime's various features:

- You can use FaceTime to call people over a Wi-Fi connection who have an iPhone 4 or later, an iPad 2 or a third-generation iPad or later, a fourth-generation iPod touch or later, or a Mac (running macOS 10.6.6 or later). If you want to connect over a cellular connection, you must have an iPhone 4s or later and a third-generation iPad or later.
- You can use a phone number or an email address to connect with anyone with an iPhone, an iPad, or a Mac and an iCloud account.
- The person you're contacting must have enabled FaceTime in the Settings app.

An Overview of FaceTime

FaceTime works with the iPhone's built-in cameras so that you can call other folks who have a device that supports FaceTime. You can use FaceTime to chat while sharing video images with another person. This preinstalled app is useful for seniors who want to keep up with distant family members and friends and see (as well as hear) the latest and greatest news.

You can make and receive calls with FaceTime by using a phone number or an email account and make calls to those with an iCloud account. When connected, you can show the person on the other end what's going on around you. Using the app is straightforward, although its features are limited (but getting better with each iteration).

You can use your Apple ID and iCloud account to access FaceTime, so it works pretty much right away. (See Chapter 4 for more about getting an Apple ID.)

TIP

If you're having trouble using FaceTime, make sure that the FaceTime feature is turned on. You can do so quickly: Tap Settings on the Home screen, tap FaceTime, and then tap the FaceTime switch to turn it on (green), if it isn't already. On the same screen, you can also select the phone number or email addresses or both that others can use to make FaceTime calls to you, as well as which one of those is displayed as your caller ID.

To view information for recent calls, open the FaceTime app and then tap the information icon (*i*-in-a-circle) on a recent call, and iPhone displays that person's information. You can tap the contact to call the person back.

TECHNICAL STUFF

FaceTime is very secure, meaning that your conversations remain private. Apple encrypts (digitally protects) all of your FaceTime calls, both one-on-one and group calls, with industry-leading technology to make sure snoops are kept at bay.

Make a FaceTime Call with Wi-Fi or Cellular

If you know that the person you're calling has FaceTime available on their device, adding that person to your iPhone's contacts is a good idea so you can initiate FaceTime calls from the Contacts app if you like or from the contacts list you can access through the FaceTime app.

TIP

When you call somebody using an email address, the person must be signed in to their Apple iCloud account and have verified that the address can be used for FaceTime calls. You can access this setting by tapping Settings and then FaceTime ➪ You Can Be Reached by FaceTime At. FaceTime for Mac users make this setting by opening the FaceTime app and selecting Preferences.

To make a FaceTime call:

1. Tap the FaceTime icon to launch the app.

   If you've made or received FaceTime calls already, you'll see a list of recent calls on the screen. You can simply tap one of those to initiate a new call, or continue with these steps to learn how to start a new call from scratch.

2. Tap the green New FaceTime button in the upper-right corner to open the New FaceTime screen. Enter a contact's name (as shown in **Figure 8-1**) by tapping the To field, or find a contact in your contacts list by tapping the green + in the upper right.
3. Tap one of the green buttons near the bottom of the screen (but above the keyboard, as shown in **Figure 8-2**) to choose a video call (green FaceTime button) or an audio call (green phone button).

   Video includes your voice and image; audio includes only your voice.

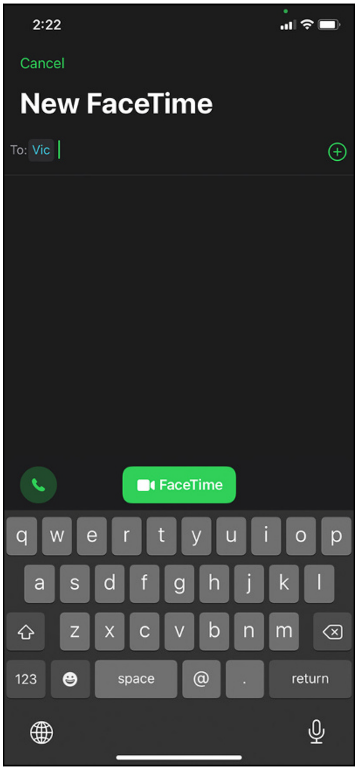

2:22
Cancel
New FaceTime
To: Vic
FaceTime
q w e r t y u i o p
a s d f g h j k l
z x c v b n m
123
space
@
.
return

FIGURE 8-1

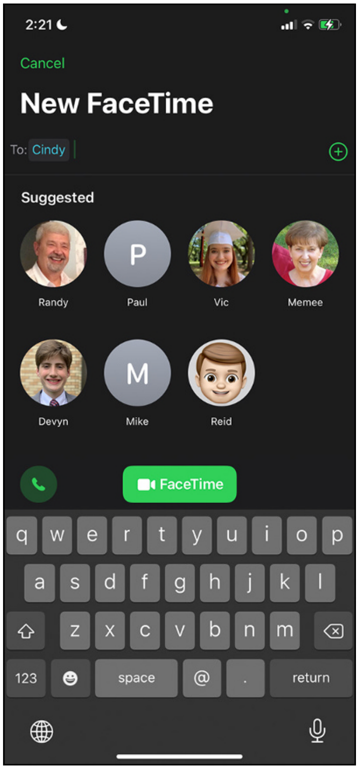

2:21
Cancel
New FaceTime
To: Cindy
Suggested
Randy
Paul
Vic
Memee
Devyn
Mike
Reid
FaceTime
q w e r t y u i o p
a s d f g h j k l
z x c v b n m
123
space
@
.
return

FIGURE 8-2

TIP

You'll see a video button if that contact's device supports FaceTime video and an audio button if the contact's device supports FaceTime audio. (If you haven't saved this person in your contacts and you know the phone number to call or email, you can just enter that information in the Enter Name, Email, or Number field.)

When the person accepts the call, you'll see a large screen that displays the recipient's image and a small screen referred to as a picture-in-picture (PiP) containing your image superimposed, as shown in **Figure 8-3**.

Want to have a little fun? Use memoji characters during your call! Memoji characters are digital illustrations that you can superimpose over your face, if your iPhone supports Face ID. During your FaceTime call, tap the effects icon, labeled in Figure 8-3 (if you don't see it, just tap the screen), tap the memoji icon in the lower-left corner (smiling illustrated character), and then select a memoji character from the list. As you can see in **Figure 8-4**, you can create your own memoji characters, as can the people you're speaking with (again, if their iPhone supports Face ID).

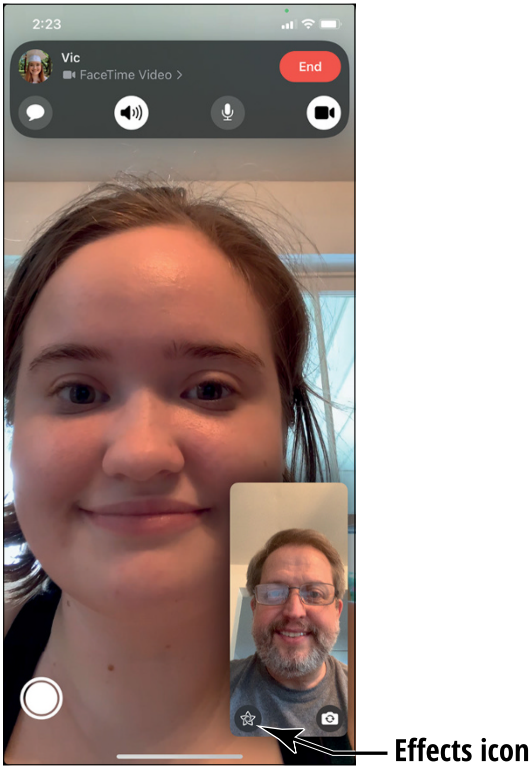


FIGURE 8-3

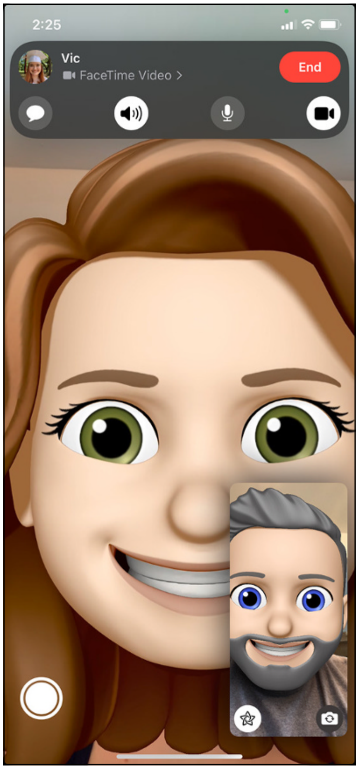


FIGURE 8-4

WARNING

iOS 6 and later allow you to use FaceTime over a Wi-Fi network or your iPhone cellular connection. However, if you use FaceTime over a cellular connection, you may incur costly data usage fees. To avoid the extra cost, in Settings under Cellular, toggle the FaceTime switch off (white).

Accept and End a FaceTime Call

If you're on the receiving end of a FaceTime call, accepting the call is about as easy as it gets.

TIP

If you'd rather not be available for calls, you can go to Control Center and turn on a focus (probably Do Not Disturb). This stops any incoming calls or notifications other than for the people you've designated as exceptions to Do Not Disturb. After you turn on Do Not Disturb, you can use the feature's settings to schedule when it's active, allow calls from certain people, or allow a second call from the same person in a three-minute interval to go through.

To accept and end a FaceTime call, follow these steps:

1. When the call comes in, tap the Accept button to take the call (see **Figure 8-5**).

   TIP

   To reject the call, tap the Decline button.
2. Chat away with your friend, swapping video images.
3. To end the call, tap the red End button in the upper right (see **Figure 8-6**).

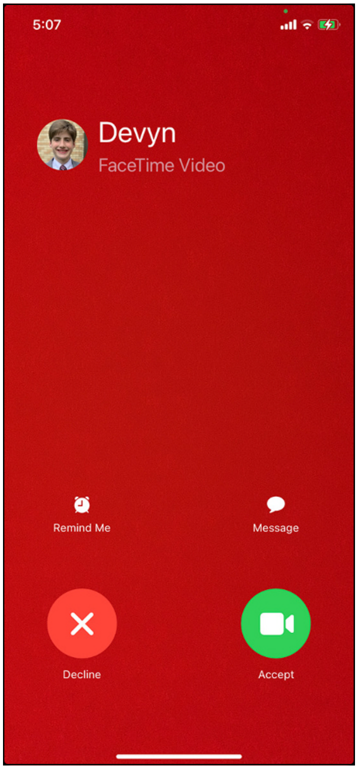


FIGURE 8-5

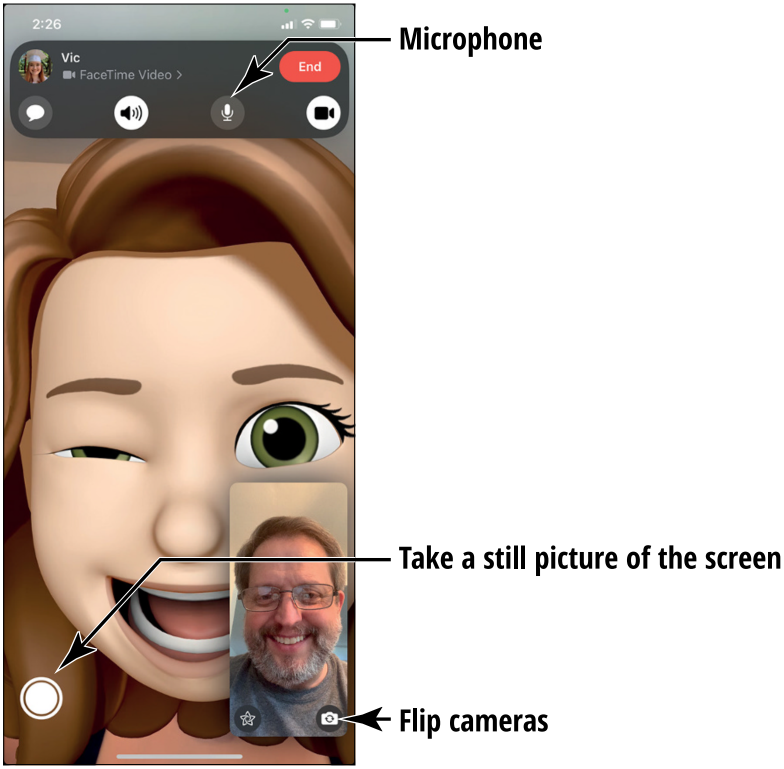

2:26
Vic
FaceTime Video >
End
Microphone
Take a still picture of the screen
Flip cameras

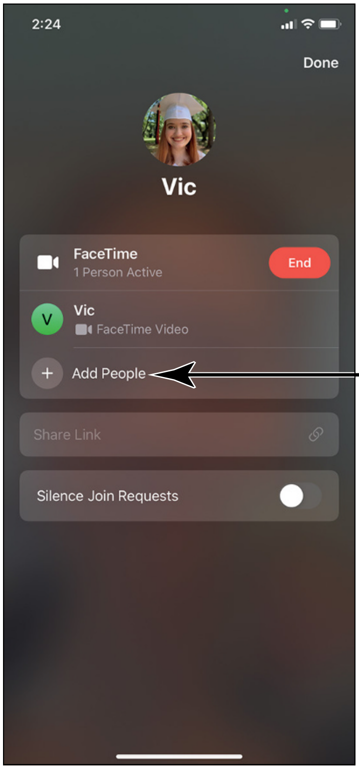
FIGURE 8-6

TIP

To mute sound during a call, tap the microphone icon. Tap the icon again to unmute your iPhone.

FaceTime allows group calls for up to 32 people! You can have a family reunion without leaving your front porch. To add more folks to a current call:

1. While on a call, tap the screen to see the call options, as shown in **Figure 8-7**.
2. Tap the Add People button.
3. Tap the To field, enter a contact or find a contact and tap the contact to add the person to the To field.
4. Tap the green Add Person to FaceTime button to add the person to the call.


2:24
Done
Vic
FaceTime
1 Person Active
End
V
Vic
FaceTime Video
Add People
Share Link
Silence Join Requests

Tap to add callers

FIGURE 8-7

Switch Views

When you're on a FaceTime call, you might want to use iPhone's rear-facing camera to show the person you're talking to what's going on around you.

1. Tap the flip icon (labeled in Figure 8-6) to switch from the front-facing camera that's displaying your image to the back-facing camera that captures whatever you're looking at.
2. Tap the flip icon again to switch back to the front camera, which is displaying your image.

Set Up an iMessage Account

iMessage is a feature available through the preinstalled Messages app that allows you to send an instant message (IM) to and receive an IM from others who are using an Apple iOS device, an iPadOS device, or a suitably configured Mac. iMessage is a way of sending instant messages through a Wi-Fi network, but you can send messages through your cellular connection without having iMessage activated.

TECHNICAL STUFF

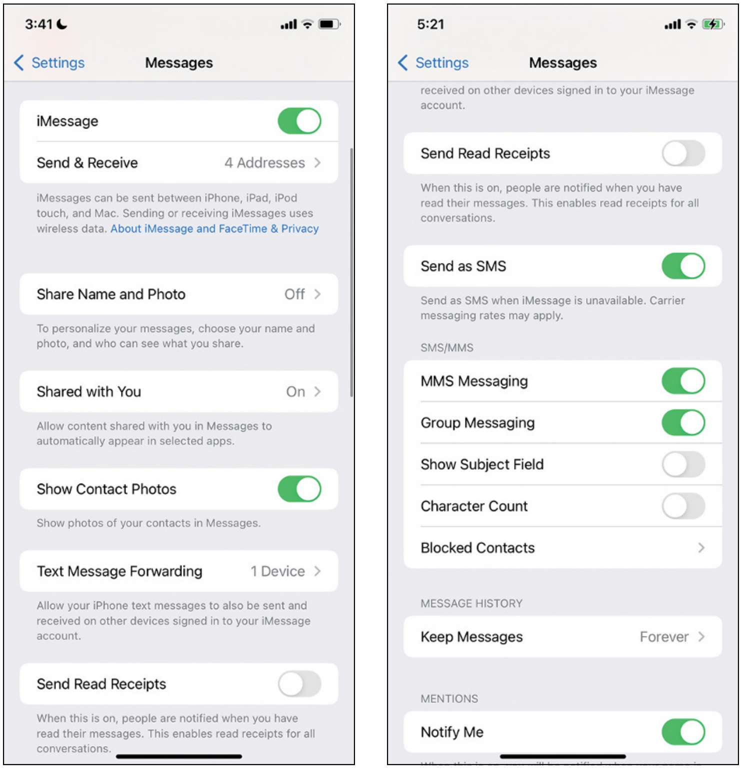
Instant messaging differs from email or tweeting in an important way. Whereas you might email somebody and wait for days or weeks before that person responds, or you might post a tweet that could sit there awhile before anybody views it, with instant messaging, communication happens almost immediately. You send an IM, and it appears on somebody's Apple device right away.

Assuming that the person wants to participate in a live conversation, the chat begins immediately, allowing a back-and-forth dialogue in real time.

1. To set up Messages, tap Settings on the Home screen.
2. Tap Messages to display the settings shown in **Figure 8-8**.
3. If iMessage isn't set on, tap the switch to toggle it on (green).

TIP

Be sure that the phone number or email account or both associated with your iPhone under the Send & Receive setting is correct. (This should be set up automatically based on your iCloud settings.) If it isn't correct, tap the Send & Receive field, tap to add an email or a phone number, and then tap Messages in the upper left to return to the previous screen.



3:41

Settings Messages

iMessage ●

Send & Receive 4 Addresses >

iMessages can be sent between iPhone, iPad, iPod touch, and Mac. Sending or receiving iMessages uses wireless data. About iMessage and FaceTime & Privacy

Share Name and Photo Off >

To personalize your messages, choose your name and photo, and who can see what you share.

Shared with You On >

Allow content shared with you in Messages to automatically appear in selected apps.

Show Contact Photos ●

Show photos of your contacts in Messages.

Text Message Forwarding 1 Device >

Allow your iPhone text messages to also be sent and received on other devices signed in to your iMessage account.

Send Read Receipts ○

When this is on, people are notified when you have read their messages. This enables read receipts for all conversations.

5:21

Settings Messages

received on other devices signed in to your iMessage account.

Send Read Receipts ○

When this is on, people are notified when you have read their messages. This enables read receipts for all conversations.

Send as SMS ●

Send as SMS when iMessage is unavailable. Carrier messaging rates may apply.

SMS/MMS

MMS Messaging ●

Group Messaging ●

Show Subject Field ○

Character Count ○

Blocked Contacts >

MESSAGE HISTORY

Keep Messages Forever >

MENTIONS

Notify Me ●

FIGURE 8-8

4. To allow a notice to be sent to the sender when you've read a message, tap the switch for Send Read Receipts on. You can also choose to show a subject field in your messages, as well as many other options.
5. To leave Settings, press the Home button (or swipe up from the bottom of the screen if your iPhone doesn't have a Home button).

TIP

To enable or disable email accounts used by Messages, tap Send & Receive. Then tap an email address to enable it (check mark appears to the left) or disable it (no check mark appears to the left).

Use Messages to Address, Create, and Send Messages

Now you're ready to use Messages.

1. From the Home screen, tap the Messages button (in the dock by default).
2. Tap the new message icon (paper and pencil) in the top-right corner to begin a conversation.
3. In the form that appears (see **Figure 8-9**), begin to address your message in one of the following ways:
   - Begin to type a name in the To field, and a list of matching contacts appears.
   - Tap the Dictation key on the onscreen keyboard and speak the address, and then select the contact from the list that appears.
   - Tap plus (+) on the right side of the address field, and the contacts list is displayed.
4. Tap a contact in the list displayed in Step 3.

   If the contact has both an email address and a phone number, the Info dialog appears, allowing you to tap one or the other to address the message.
5. To create a message, simply tap in the message field above the keyboard (see **Figure 8-10**) and type your message.
6. To send the message, tap the send icon (labeled in Figure 8-10).

   When your recipient (or recipients) responds, the conversation is displayed on the screen.
7. Tap in the message field again to respond to the last comment.

TIP

You can address a message to more than one person by simply choosing more recipients in Steps 2 and 3.

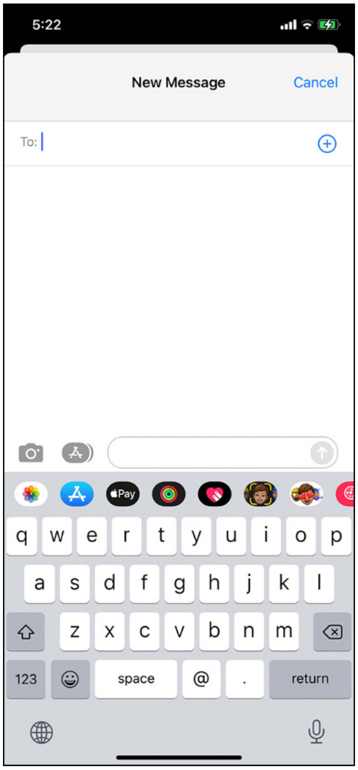

5:22
New Message
Cancel
To:
q w e r t y u i o p
a s d f g h j k l
z x c v b n m
123
space
@
.
return

FIGURE 8-9

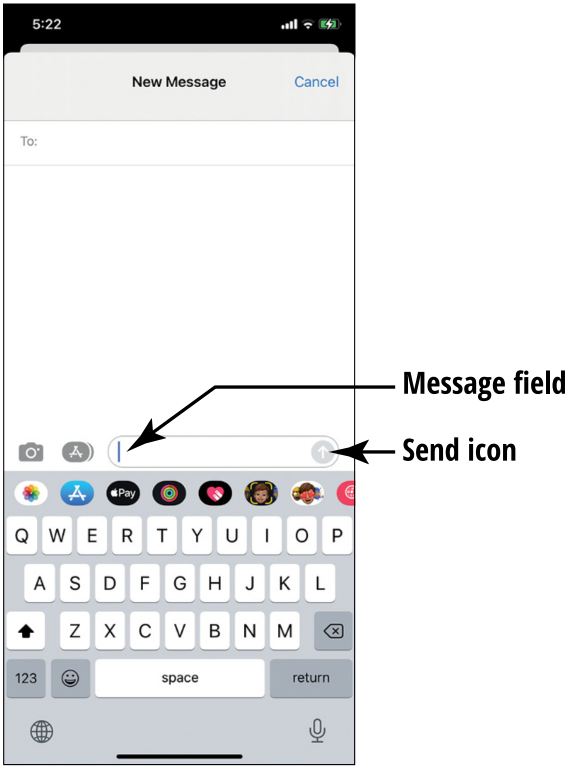

5:22
New Message
Cancel
To:
Message field
Send icon
Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M
123
space
return

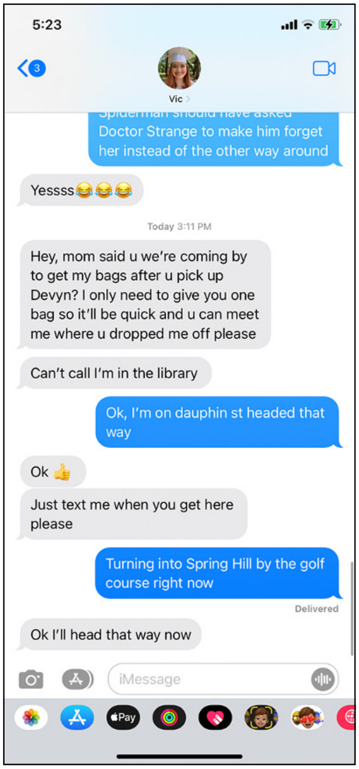
FIGURE 8-10

Read Messages

When you receive a message, it's as easy to read as email — easier, actually!

1. Tap Messages on the Home screen.

   When the app opens, you see a list of your previous text conversations.
2. Tap a conversation to see the message string, including all attachments, as shown in **Figure 8-11**.
3. To view all attachments to a message, tap the information icon (circled *i*) in the upper-right corner and scroll down.



Doctor Strange to make him forget her instead of the other way around

Yessss😂😂😂

Hey, mom said u we're coming by to get my bags after u pick up Devyn? I only need to give you one bag so it'll be quick and u can meet me where u dropped me off please

Can't call I'm in the library

Ok, I'm on dauphin st headed that way

Ok 👍

Just text me when you get here please

Turning into Spring Hill by the golf course right now

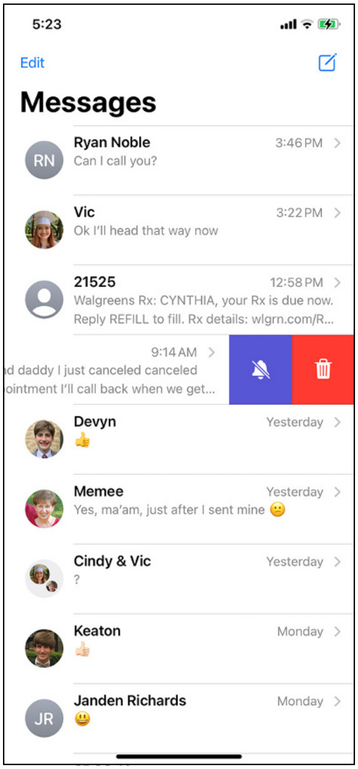
Ok I'll head that way now

FIGURE 8-11

Clear a Conversation

When you've finished chatting, you might want to delete a conversation to remove the clutter before you start a new chat.

1. With Messages open and your conversations displayed, swipe to the left on the message you want to delete.
2. Tap the delete icon (trash can) next to the conversation you want to get rid of, as shown in **Figure 8-12**.



Messages

Ryan Noble 3:46 PM
Can I call you?

Vic 3:22 PM
Ok I'll head that way now

21525 12:58 PM
Walgreens Rx: CYNTHIA, your Rx is due now. Reply REFILL to fill. Rx details: wlgrn.com/R...

9:14 AM
d daddy I just canceled canceled
ointment I'll call back when we get...

Devyn Yesterday
👍

Memee Yesterday
Yes, ma'am, just after I sent mine 😕

Cindy & Vic Yesterday
?

Keaton Monday
👍

Janden Richards Monday
😃

FIGURE 8-12

TIP

Tap the hide alerts icon (bell with a slash) to keep from being alerted to new messages in the conversation. To reactivate alerts for the conversation, swipe left again, and then tap the show alerts icon.

Send Emojis with Your Text

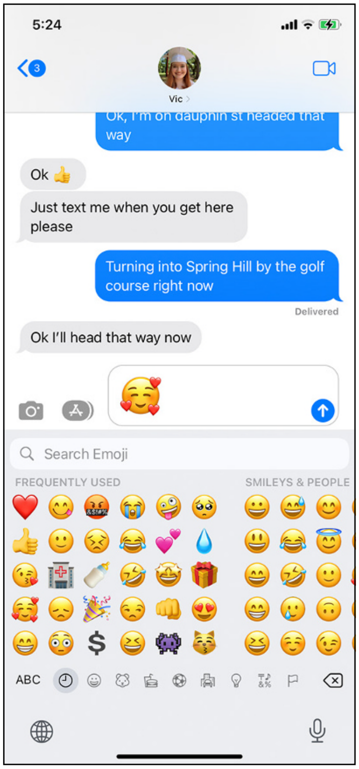
Emojis are small pictures that can help convey a feeling or an idea. For example, smiley faces and sad faces show emotions, and a thumbs-up emoji conveys approval.

1. From within a conversation, tap the emoji (smiley face) key on the onscreen keyboard.

   If you can't see the keyboard, tap in the Message field to display it.

2. When the emojis appear (see **Figure 8-13**), swipe left and right to find the right emoji for the moment and tap to select it.

   You can add as many as you like to the conversation.


5:24
3
Vic
Search Emoji
FREQUENTLY USED
SMILEYS & PEOPLE
ABC

Ok, I'm on dauphin st headed that way

Ok 👍

Just text me when you get here please

Turning into Spring Hill by the golf course right now

Delivered

Ok I'll head that way now

🥰

FIGURE 8-13

TIP

You can type a message and then tap the emoji key to make Messages highlight each word that has an associated emoji. You can then tap a highlighted word to insert the emoji or choose from available emojis.

Use App Drawer

App Drawer allows you to add items that spice up your messages with information from other apps installed on your iPhone, as well as drawings and other images from the web.

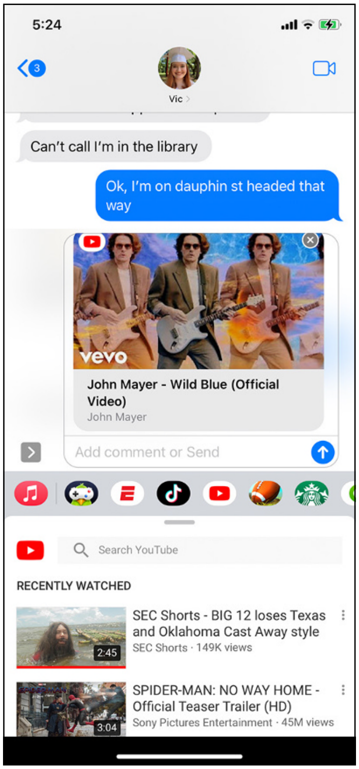
Tap the App Drawer icon ( ) to the left of the iMessage field in your conversation (refer to Figure 8-11). App Drawer appears at the bottom of the screen. Tap an item in App Drawer to see what it offers your messaging.

App Drawer is comprised of

- **The App Store:** Tap the App Store icon, which is to the left in the App Drawer, to find tons of stickers, games, and apps for your messages.
- **Digital Touch:** Send special effects in Messages. These can include sending your heartbeat, sketching a quick picture, or sending a kiss. I explain how to use Digital Touch in a message shortly.
- **Other apps you have installed:** These may appear if they have the capability to add functions and information to your messages. For example, use ESPN to send the latest scores, use YouTube to send a link to a video (as I'm doing in **Figure 8-14**), use an AccuWeather app icon to let your friend know what the weather's like nearby, or use the Fandango app to send movie information.

Digital Touch is one of the most personal ways to send special effects to others. Here's a close look:

1. To send a Digital Touch in a message, open a conversation and tap the Digital Touch icon, shown in **Figure 8-15**.
2. In the Digital Touch window, tap the gray expansion handle (labeled in Figure 8-15) to open the full window.
3. Tap the information icon in the lower right (*i* in a gray circle), and you'll see a list of the gestures and what they do.
4. Perform a gesture in the Digital Touch window and it will go to your recipient, as I did in **Figure 8-16**.



Can't call I'm in the library

Ok, I'm on dauphin st headed that way

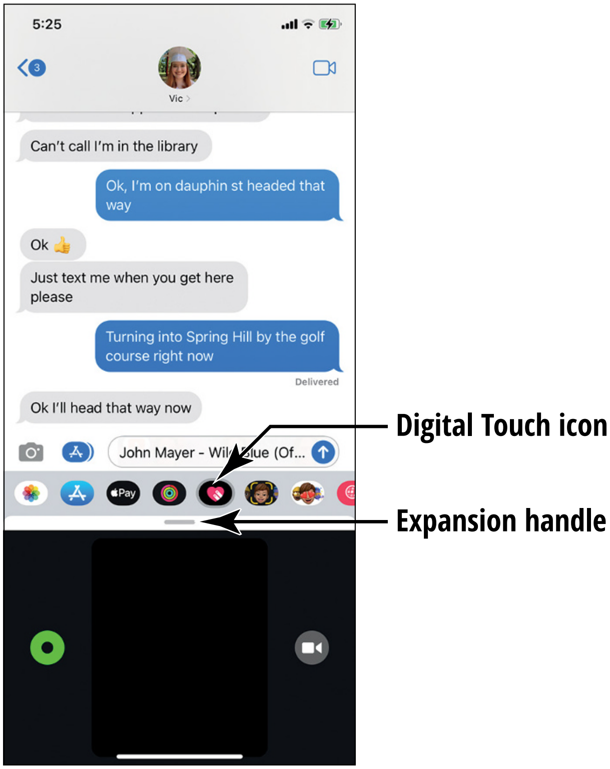
John Mayer - Wild Blue (Official Video)
John Mayer

RECENTLY WATCHED

SEC Shorts - BIG 12 loses Texas and Oklahoma Cast Away style
SEC Shorts · 149K views

SPIDER-MAN: NO WAY HOME - Official Teaser Trailer (HD)
Sony Pictures Entertainment · 45M views

FIGURE 8-14



Can't call I'm in the library

Ok, I'm on dauphin st headed that way

Ok 👍

Just text me when you get here please

Turning into Spring Hill by the golf course right now

Ok I'll head that way now

Digital Touch icon

Expansion handle

FIGURE 8-15

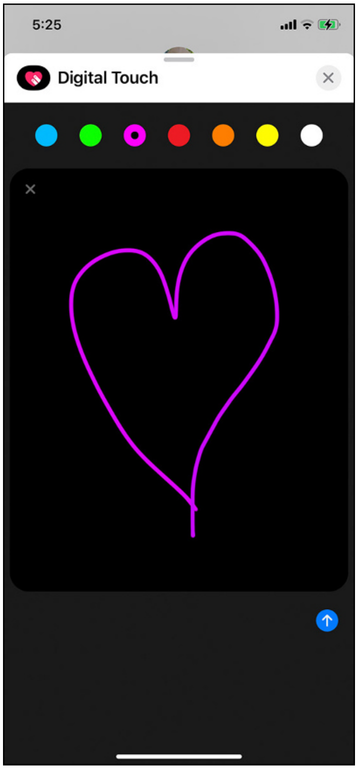


FIGURE 8-16

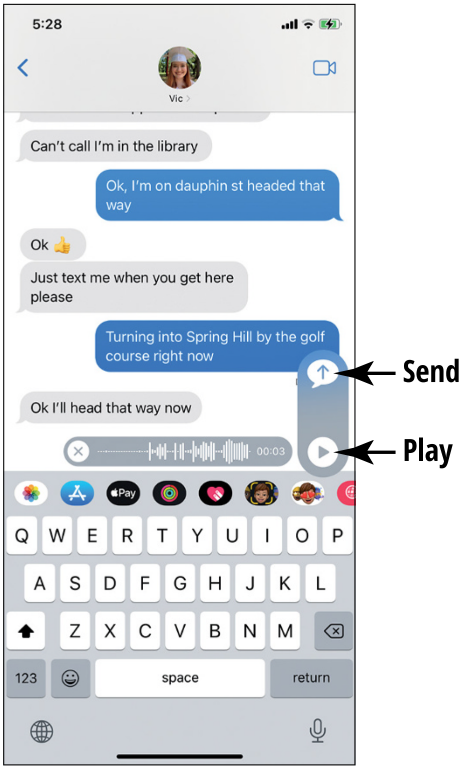
Send and Receive Audio

When you're creating a message, you can also create an audio message.

1. With Messages open, tap the new message icon (paper and pencil) in the top-right corner.
2. Enter an addressee's name in the To field.
3. Tap and hold down on the audio icon (white waveform in a light gray circle) to the right of the message field.
4. Continue to hold down the audio icon while you speak your message or record a sound or music near you.
5. When you've finished recording, release the audio icon.

6. To send your message, tap the send icon (upward-pointing arrow in the speech bubble, just above the play icon).

   The message appears as an audio track in the recipient's Messages inbox, as shown in **Figure 8-17**. To play the track, the recipient just holds the phone up to an ear or taps the play icon.



5:28

Vic

Can't call I'm in the library

Ok, I'm on dauphin st headed that way

Ok 👍

Just text me when you get here please

Turning into Spring Hill by the golf course right now

Ok I'll head that way now

FIGURE 8-17

Send a Photo or Video

When you're creating a message, you can also send a picture or create a short video message.

1. With Messages open, tap the new message icon (paper and pencil) in the top-right corner.

2. Tap the camera icon to the left of the message field to open the Camera app, and then take a picture.
3. After you take the picture, the tools shown in **Figure 8-18** appear and you can work with the picture before sending it along to your recipient:
   - Tap Retake to take a different picture.
   - Tap Effects to add items like memoji or customized text, or to apply filters.
   - Tap Edit to edit the picture.
   - Tap Markup to add notes or other text to your picture.
   - Tap Done to place the picture in your message but not send it yet.
   - Tap the send icon (upward-pointing arrow in the blue circle) to send the picture immediately.

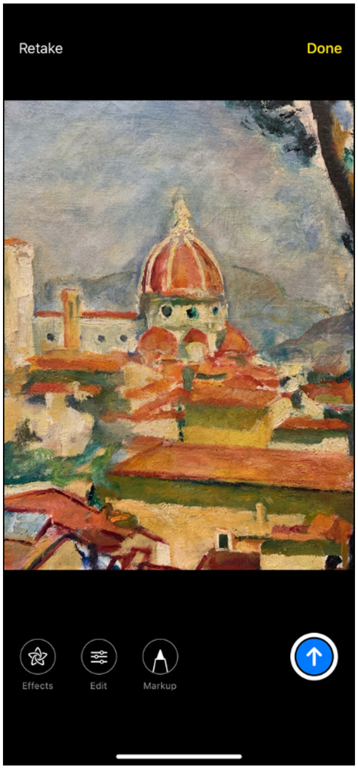


FIGURE 8-18

Understand Group Messaging

If you want to start a conversation with a group of people, you can use group messaging. Group messaging is great for keeping several people in a conversational loop.

Group messaging functionality includes the following features:

- When you participate in a group message, you see all participants in the information screen for the message. Access the information screen by tapping the icons for your contacts at the top of the message thread. You can drop people whom you don't want to include any longer and leave the conversation yourself when you want to by simply tapping Info and then tapping Leave this Conversation.
- When you turn on Hide Alerts in the information screen of a message, you won't get notifications of messages from this group, but you can still read the group's messages at a later time (this also works for individual messages).

Taking you further into the workings of group messages is beyond the scope of this book, but if you're intrigued, go to `https://support.apple.com/en-us/HT202724` for more information.

Activate the Hide Alerts Feature

If you don't want to get notifications of new messages from an individual or a group for a while, you can use the Hide Alerts feature.

1. With a message open, tap open the information screen by tapping the icon of the contact(s) at the top of the screen.
2. Tap the Hide Alerts switch to turn on the feature.
3. To turn the feature off later, return to Details and tap the Hide Alerts switch again.

IN THIS CHAPTER

- » Use the Calculator app
- » Get your bearings with Compass
- » Record voice memos
- » Measure and level
- » Get started with the Home app
- » Translate words and phrases

Chapter 9

Using Handy Utilities

Utilities are simple apps that can be very useful indeed to help with common tasks, such as calculating a meal tip, finding your way on a hike in the woods, or translating phrases from one language to another.

In this chapter, you find out how to use the Calculator app to keep your numbers in line. You also explore a few other apps: Compass to help you find your way, Voice Memos so that you can record your best ideas for posterity, Measure to help determine distances, Home to begin automating your home's tech, and Translate to assist with conversing in languages you don't natively speak or are still learning.

Use the Calculator App

This one won't be rocket science. The Calculator app works like just about every calculator app (or actual calculator, for that matter) you've ever used. Follow these steps:

1. Tap the Calculator app icon (shown in **Figure 9-1**) to open it.

   You'll find the app in the Utilities folder.

2. Tap a few numbers (see **Figure 9-2**), and then use any of these functions and additional numbers to perform calculations:

   - **+, –,×, and ÷:** These familiar buttons add, subtract, multiply, and divide, respectively, the number you've entered.
   - **+/–:** If the calculator is displaying a negative result, tap this to change it to a positive result, and vice versa.
   - **AC/C:** This is the clear button; its name will change depending on whether you've entered anything. (AC clears all; C clears just the last entry after you've made several entries.)
   - **=:** This button produces the result of whatever calculation you've entered.

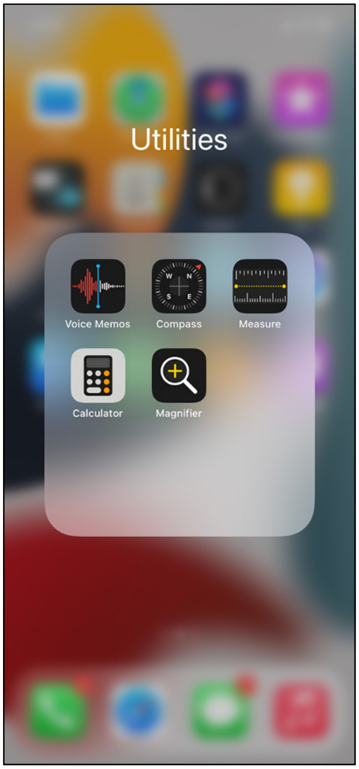

Utilities
Voice Memos
Compass
Measure
Calculator
Magnifier

FIGURE 9-1

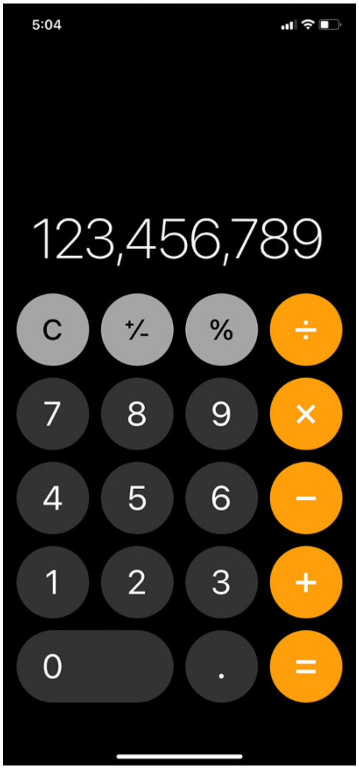

5:04
123,456,789
C
+/-
%
÷
7
8
9
×
4
5
6
−
1
2
3
+
0
.
=

FIGURE 9-2

TIP

If you have a true mathematical bent, you'll be delighted to see that if you turn your phone to landscape orientation, you'll get additional features that turn the basic calculator into a scientific calculator (see **Figure 9-3**). Now you can play with calculations involving cosines, square roots, tangents, and other fun stuff. You can also use memory functions to work with stored calculations.

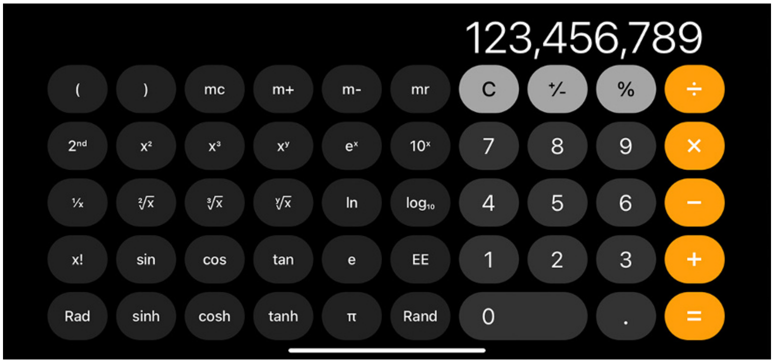

123,456,789
( ) mc m+ m- mr C +/- % ÷
2^{nd} x^2 x^3 x^y e^x 10^x 7 8 9 ×
$1/x$ $\sqrt[2]{x}$ $\sqrt[3]{x}$ $\sqrt[y]{x}$ ln $\log_{10}$ 4 5 6 −
x! sin cos tan e EE 1 2 3 +
Rad sinh cosh tanh π Rand 0 . =

FIGURE 9-3

Find Your Way with Compass

Compass is a handy tool for figuring out where you are, assuming that you get cellular reception wherever you are. To find directions with Compass, follow these steps:

1. In the Utilities folder, tap the Compass icon to get started.

   TECHNICAL STUFF

   The first time you do this, if you haven't enabled location access, a message appears asking whether your iPhone can use your current location to provide information. When prompted, tap either Allow Once, Allow While Using App (recommended), or Don't Allow.

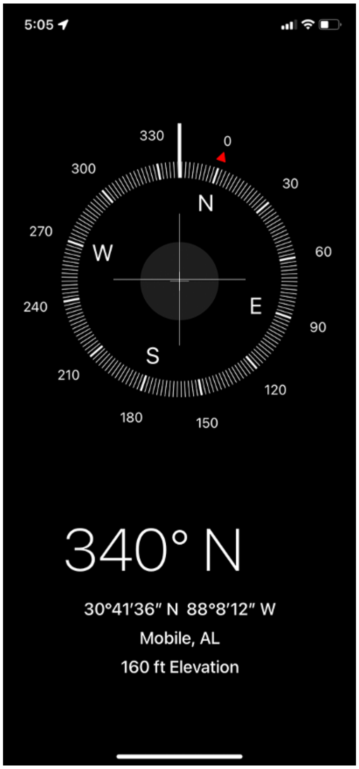
2. If you are using Compass for the first time and are asked to tilt the screen to roll a little red ball around a circle, do so.

   This exercise helps your iPhone calibrate the Compass app.

3. When the Compass app appears (see **Figure 9-4**), move around with your iPhone, and the compass will indicate your current orientation in the world.

4. To lock in your heading, tap the bold white line indicating your current direction.

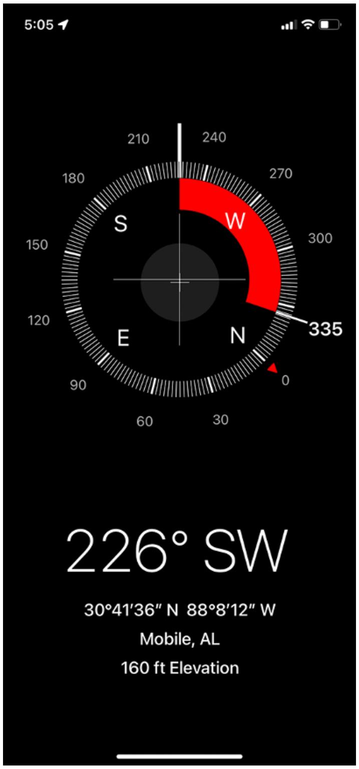
   As you move, a red arc appears, as shown in **Figure 9-5**, to indicate how far off course you've deviated.


5:05
330
0
300
30
N
270
60
W
E
240
90
S
210
120
180
150

340° N

30°41′36″ N 88°8′12″ W
Mobile, AL
160 ft Elevation

FIGURE 9-4


5:05
210
240
180
270
S
W
150
300
335
120
E
N
90
0
60
30

226° SW

30°41′36″ N 88°8′12″ W
Mobile, AL
160 ft Elevation

FIGURE 9-5

TECHNICAL STUFF

The Compass app can use either true north or magnetic north for navigation. *True north* refers to the direction you follow from where you are to get to the North Pole. *Magnetic north* is correlated relative to the Earth's magnetic field. True north is the more accurate measurement because of the tilt of the Earth. By default, Compass uses magnetic north, but you can change this by going to Settings ➪ Compass and toggling the Use True North switch on (green).

Record Voice Memos

The Voice Memos app allows you to record memos, trim them, share them by email or instant message with Messages, synchronize recordings and edits across Apple devices (iPhone, iPad, and Mac), and label recordings so that you find them easily. iOS 15 also enables you to organize recordings by creating folders in the app, and to speed playback so that it doesn't take as long to listen to your recordings.

TIP

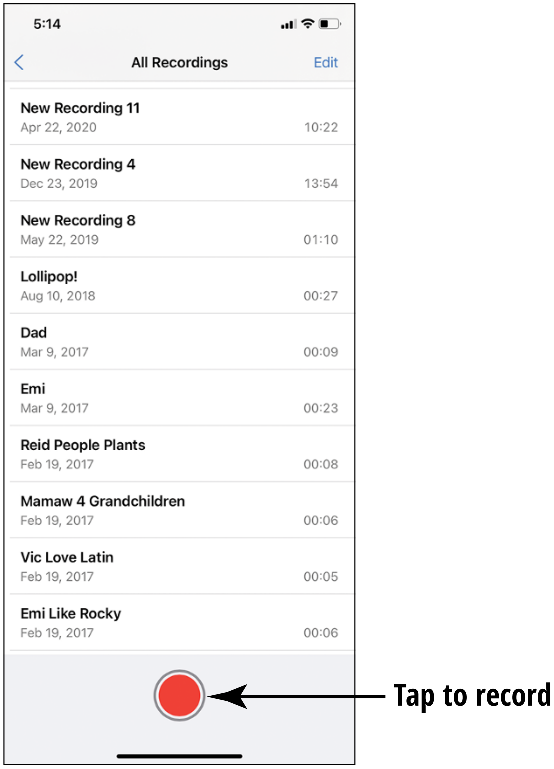
If you use iCloud with Voice Memos, memos you record on your iPhone, iPad, or Mac will sync with all your Apple devices (if they're signed into iCloud with your Apple ID).

To record voice memos, follow these steps:

1. Tap the Voice Memos icon (in the Utilities folder) to open the app.
2. In the Voice Memos app, shown in **Figure 9-6**, tap All Recordings or a folder, and then tap the red record icon at the bottom of the screen to record a memo.

   The record icon changes to a red stop icon (square in a circle) when you're recording. A red waveform moving from right to left indicates that you're in recording mode, as shown in **Figure 9-7**.
3. Swipe up on the recording window to reveal the advanced controls, as shown in **Figure 9-8**.

   Now the waveform is moving left to right, indicating the recording is continuing.
4. While recording:
   a. Tap the name of the recording (called New Recording by default) to give it a more descriptive name.
   b. Tap the red pause icon to pause the recording, and then tap Resume to continue recording. While paused, you can also tap the play icon to play what you've recorded so far, and then tap Resume to continue recording.



5:14

All Recordings Edit

New Recording 11
Apr 22, 2020 10:22

New Recording 4
Dec 23, 2019 13:54

New Recording 8
May 22, 2019 01:10

Lollipop!
Aug 10, 2018 00:27

Dad
Mar 9, 2017 00:09

Emi
Mar 9, 2017 00:23

Reid People Plants
Feb 19, 2017 00:08

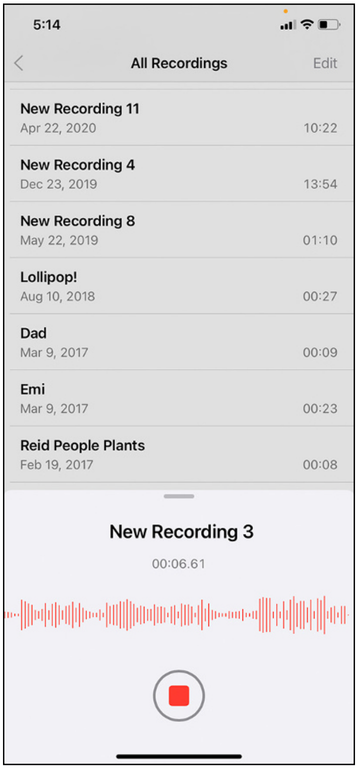
Mamaw 4 Grandchildren
Feb 19, 2017 00:06

Vic Love Latin
Feb 19, 2017 00:05

Emi Like Rocky
Feb 19, 2017 00:06

Tap to record

FIGURE 9-6



5:14

All Recordings Edit

New Recording 11
Apr 22, 2020 10:22

New Recording 4
Dec 23, 2019 13:54

New Recording 8
May 22, 2019 01:10

Lollipop!
Aug 10, 2018 00:27

Dad
Mar 9, 2017 00:09

Emi
Mar 9, 2017 00:23

Reid People Plants
Feb 19, 2017 00:08

New Recording 3
00:06.61

FIGURE 9-7

c. While paused, drag the waveform to a place in the recording you'd like to record over, and then tap the Replace button to begin recording from there.

d. Tap Done in the lower-right corner to stop recording. The new recording will appear in the All Recordings list or the folder you were in when you began recording or both.

5. Tap a recording (called a memo) in the All Recordings list to open its controls. From here you can

- Tap the play icon to play back the recording.
- Tap the forward or reverse icons to move forward or backward, respectively, 15 seconds in the recording.

- Tap the trashcan icon to delete the memo.
- Tap the name of the memo to rename it.

6. Tap the options icon (the blue button on the left in **Figure 9-9**) in the memo playback controls. Your options are
   - *Playback Speed:* Drag the slider to slow down or speed up playback.
   - *Skip Silence:* Toggle this switch on (green) to have gaps in the audio removed.
   - *Enhance Recording:* Toggle this switch on to remove background noise from the recording.

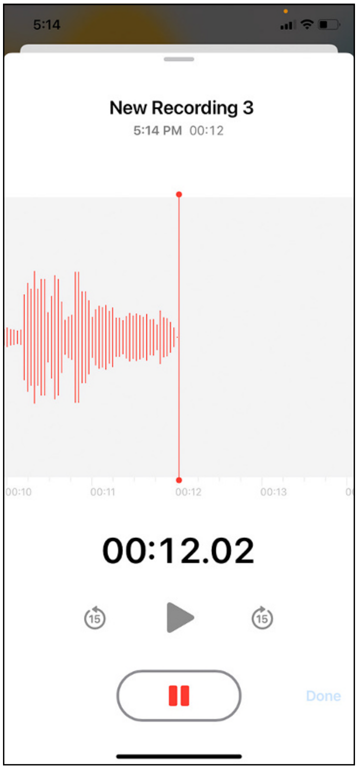

5:14
New Recording 3
5:14 PM 00:12
00:10
00:11
00:12
00:13
00:12.02
15
15
Done

FIGURE 9-8

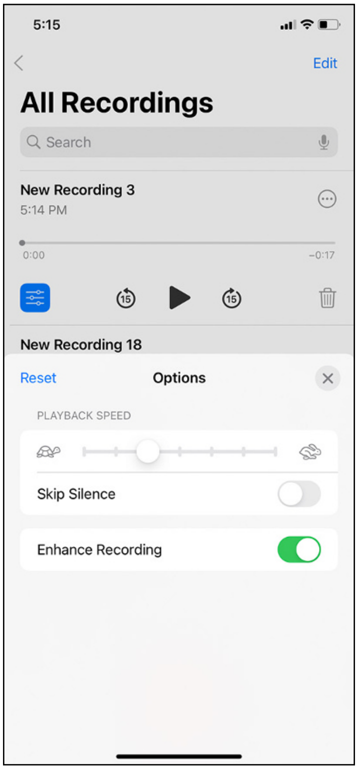

5:15
Edit
All Recordings
Search
New Recording 3
5:14 PM
0:00
−0:17
15
15
New Recording 18
Reset
Options
PLAYBACK SPEED
Skip Silence
Enhance Recording

FIGURE 9-9

TIP

Deleted voice memos are kept for 30 days in the Recently Deleted folder in the Voice Memos list. You can retrieve a deleted memo by tapping the Recently Deleted button, tapping the name of the memo you want to retrieve, and then tapping Recover.

Measure Distances and Level Objects

iOS 15 uses the latest advancements in AR (augmented reality) and your iPhone to offer you a cool way to ditch your measuring tape and level: the Measure app! This app enables you to use your iPhone to measure distances and objects simply by pointing your iPhone at them. It also helps you check that things (such as pictures and whatnot) are level. Measure is fun to play with and surprisingly accurate to boot (although you still may want to hang onto your trusty measuring tape).

TIP

To increase the accuracy of your measurements when using the Measure app, make sure you have plenty of light.

1. Open the Measure app by tapping its icon (in the Utilities folder) and then tap the Measure button in the lower left to use the measurement feature.
2. When prompted (see **Figure 9-10**), calibrate the Measure app by panning your iPhone around so that the camera gets a good look at your surroundings.
3. Add the first reference point for your measurement by aiming the white targeting dot in the center of the screen to the location of your first reference point, as shown in **Figure 9-11**. Tap the add a point icon (white +) to mark the point.

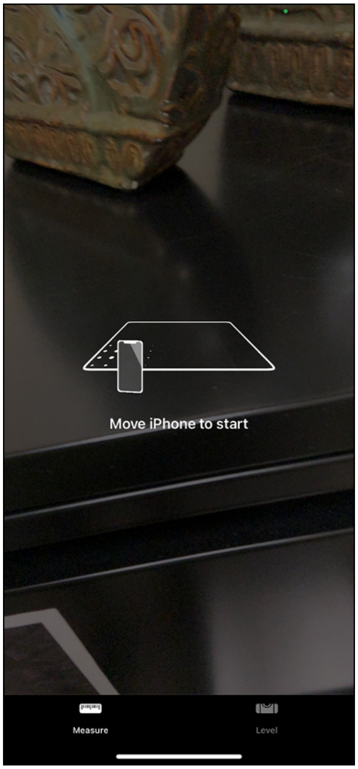


FIGURE 9-10

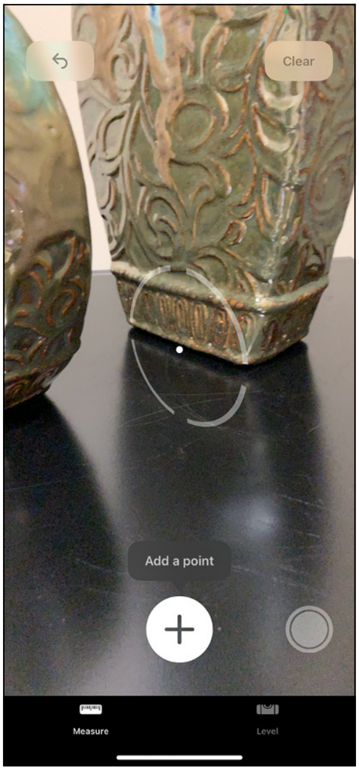


FIGURE 9-11

4. Mark the second reference point by placing the targeting dot on the location (see **Figure 9-12**) and tapping the add a point icon again.

   TIP

   Should you make a mistake or simply want to start afresh, tap the Clear button in the upper-right corner to clear your reference points and begin again.

   The length of your measurement is displayed as a white line, with the distance is shown in the middle.

5. Continue to make measurements by aiming the targeting dot at a previous reference point, tapping the add a point icon, and moving your iPhone to the next reference point, where you again tap the add a pint icon to make a new measurement, as shown in **Figure 9-13**.

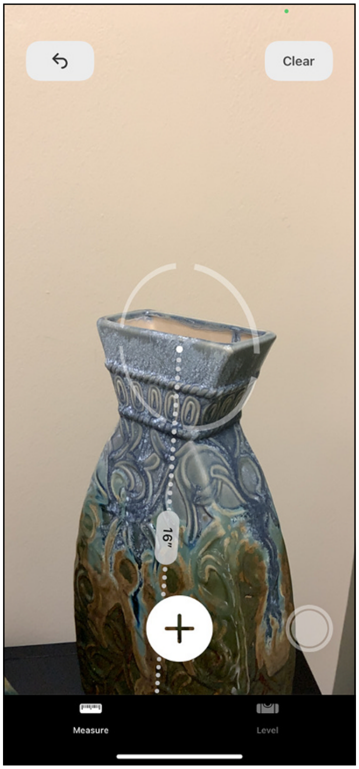


FIGURE 9-12

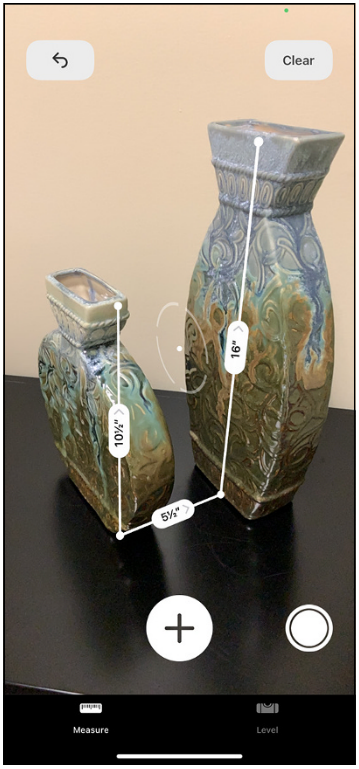


FIGURE 9-13

6. To save an image of your measurements to the Recents album in the Photos app, tap the white capture icon (to the right of the add a point icon in portrait mode, and above the add a point icon in landscape mode).

Here's how to determine whether an object or a surface is level. Let's say you're trying to figure out if a picture frame is perfectly straight on your wall:

1. On the main screen of the Measure app, tap the level icon in the lower right.

   The screen displays how many degrees from zero that the surface is, as shown in **Figure 9-14**.

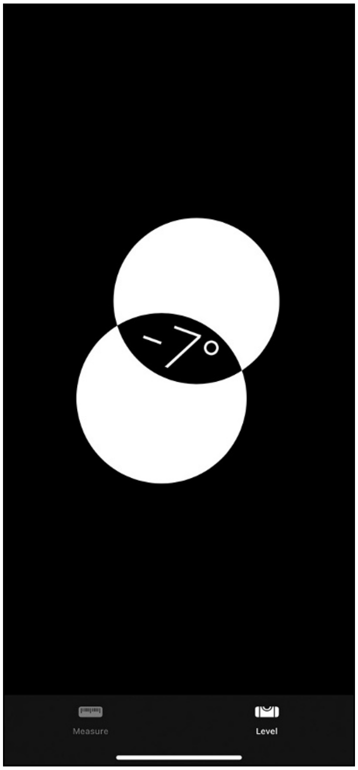


FIGURE 9-14

2. Align your iPhone along the upper border of the frame.

   If the surface beneath your phone is level, the screen turns green, and you'll see 0 degrees in the middle of the screen. If the frame is a little crooked, you might see 1 or 2 degrees on the iPhone screen.

TIP

The level feature of the Measure app can come in handy when working on construction projects. While a conventional level is typically best, I've successfully used the Measure app several times when one wasn't close by.

Discover the Home App

Since the smart-home movement began a few years ago, controlling your home remotely meant juggling several apps: one for your lights, one for your garage doors, one for your thermostat, one for your oven, and on and on. While some developers have tried to create apps that worked with multiple smart-home platforms by multiple manufacturers, none had the clout or the engineering workforce to pull things together — until Apple jumped in.

The Home app on your iPhone works with multiple smart-home platforms and devices, enabling you to control compatible smart devices in your home from one easy-to-use app.

Here's a list of the types of devices you can control remotely using your iPhone, as long as you have at least a cellular data connection: lighting, locks, windows and window shades, heating and cooling systems, speakers, humidifiers and air purifiers, security systems, garage doors, plugs and switches, sensors, video cameras, smoke and carbon monoxide detectors, and more!

TIP

If you want to use the Home app with your smart-home devices, make sure you see the Works with Apple HomeKit symbol on the packaging or on the website (if you purchase the device online). Apple has an ever-growing list of HomeKit-enabled devices at `www.apple.com/ios/home/accessories`. You can also buy HomeKit-enabled devices on Apple's website: `www.apple.com/shop/accessories/all/homekit`.

Because there are so many ways to configure and use the Home app and so many different accessories you can control with it, it's beyond the scope of this book to cover the app in detail. Apple offers a great overview at `www.apple.com/ios/home`.

Translate Words and Phrases

I remember thinking how cool Universal Translator was the first time I saw it in the original *Star Trek* television series. The Enterprise crew would meet a being that spoke a language unknown to them, but Universal Translator would have them swapping jokes in no time flat. With the introduction of the Translate app, it would seem that Apple envisions the iPhone as a first step towards such a device in the early 21st century.

Translate allows you to, well, translate words and phrases from one language into another, supporting 11 different languages. Translate will even help you engage in conversations on the fly with its conversation mode.

TIP

Translate currently supports English, Spanish, Mandarin Chinese, Arabic, Brazilian Portuguese, Russian, Korean, Italian, German, French, and Japanese.

To start translating:

1. Tap the Translate app icon to open it.
2. Tap the down arrow next to the button in the upper left (shown in **Figure 9-15**), and then tap to select the language you want translated.
3. Tap the down arrow next to the button in the upper right and tap to select the language you want your words or phrases translated to.

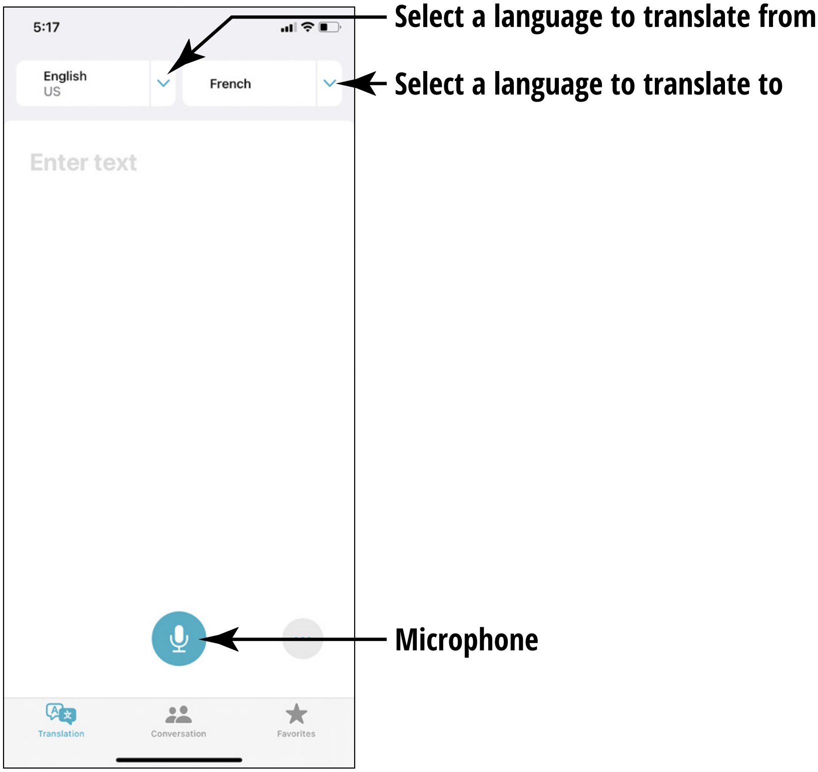
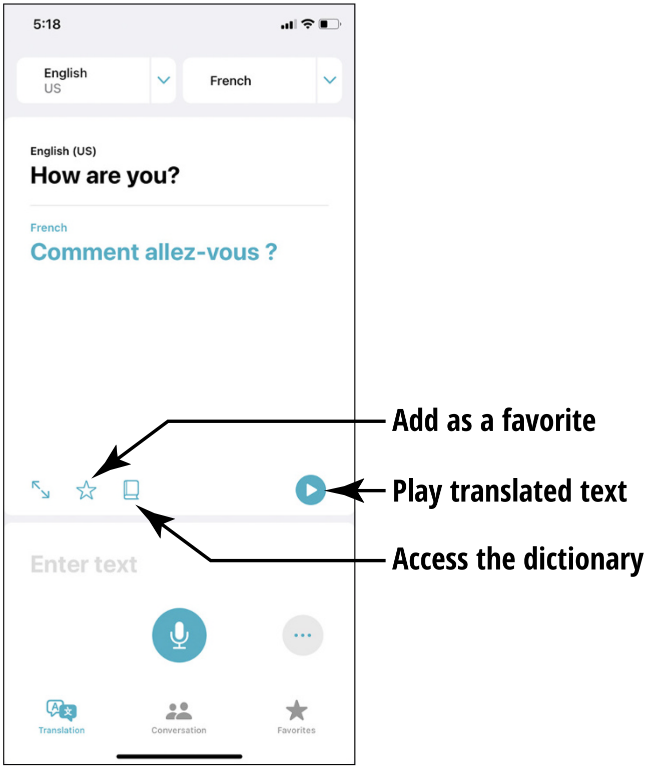

5:17
English
US
French
Enter text
Translation
Conversation
Favorites
Select a language to translate from
Select a language to translate to
Microphone

FIGURE 9-15

4. Enter your words or phrases either by tapping the Enter Text area (near the bottom of the screen) and typing or pasting your text, or by tapping the blue microphone icon and speaking your text.

   Translate displays your original text in white or black (depending on whether your phone is using light or dark mode) and the translated text in blue, as shown in **Figure 9-16**.



English (US)

How are you?

French

Comment allez-vous ?

Add as a favorite

Play translated text

Access the dictionary

FIGURE 9-16

5. To hear the word or phrase spoken, tap the blue play icon under the translated text.

6. To save the translation to your favorites, which is helpful if the translation is a common phrase you'll need to refer to often, tap the small star under the translated text. To access your Favorites list, just tap the Favorites icon at the bottom right of the Translate app's window.

7. If you'd like to see a comprehensive definition of a word, complete with usage examples, tap a word in the translation to highlight it, and then tap the dictionary icon below it.

Conversation mode allows you to carry on a conversation with someone who speaks a different language, and you both can see the translations in real time. Here's how to make that happen:

1. With the Translate app open, simply tap the Conversation icon at the bottom of the screen and conversation mode will open, as shown in **Figure 9-17**.

   By default, Translate will automatically detect the language being spoken by each participant in the conversation.

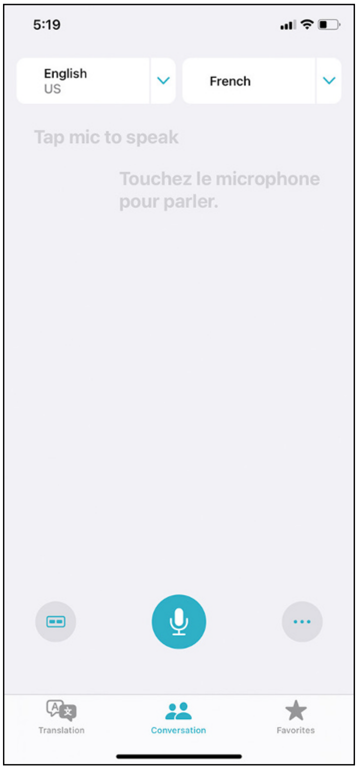

5:19
English
US
French
Tap mic to speak
Touchez le microphone pour parler.
Translation
Conversation
Favorites

FIGURE 9-17

2. Take turns tapping the microphone icon and speaking.

   When the speaker stops, the word or phrase is translated so that the other participant can read what the speaker said.

3. Tap the orientation icon (shown in **Figure 9-18**) to decide whether you and the person you're speaking with would like to translate the conversation side by side (the default shown in Figure 9-18) or face to face (shown in **Figure 9-19**).

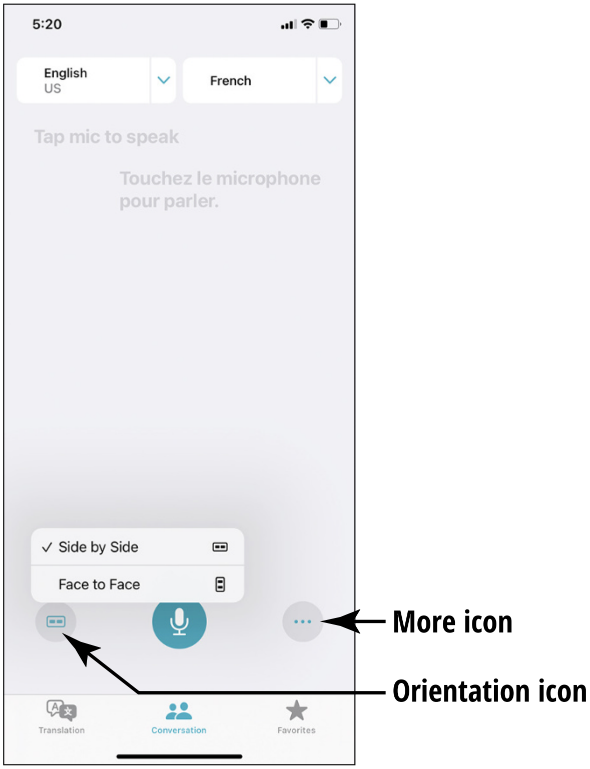

5:20
English
US
French
Tap mic to speak
Touchez le microphone pour parler.
✓ Side by Side
Face to Face
More icon
Orientation icon
Translation
Conversation
Favorites

FIGURE 9-18

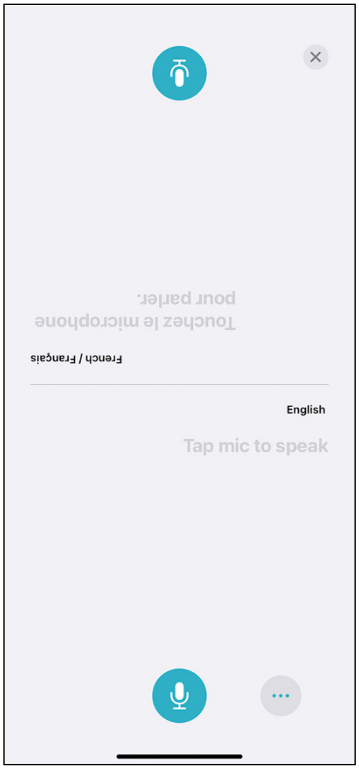

pour parler.
Touchez le microphone
French / Français
English
Tap mic to speak

FIGURE 9-19

TIP

If the language isn't properly being automatically detected, or if the translation isn't quite right, you can disable the Auto Translate and Detect Language settings for a more accurate translation. Tap the More icon (refer to Figure 9-17) and then tap Auto Translate or Detect Language or both to enable or disable the features.

IN THIS CHAPTER

- » Set brightness and wallpapers
- » Set up and use VoiceOver
- » Use iPhone with hearing aids
- » Set up subtitles, captioning, and other hearing settings
- » Learn with Guided Access
- » Control your iPhone with your voice

Chapter 10

Making Your iPhone More Accessible

iPhone users are a diverse group, and some face visual, motor, or hearing challenges. If you're one of these folks, you'll be glad to know that Apple offers some handy accessibility features for your iPhone. You can make your screen easier to read as well as set up the VoiceOver feature to read onscreen elements out loud. Voice Control, Numbers, and Grids are welcome accessibility features to help you navigate more easily. Then there are a slew of features you can turn on or off, including Zoom, Invert Colors, Speak Selection, and Large Type.

If hearing is your challenge, you can do the obvious and adjust the system volume. If you wear hearing aids, you can choose the correct settings for using Bluetooth or another hearing aid mode.

The iPhone also has features that help you deal with physical and motor challenges. And the Guided Access feature helps if you have difficulty focusing on one task. All of these accessibility features and more are covered in this chapter.

Set Brightness

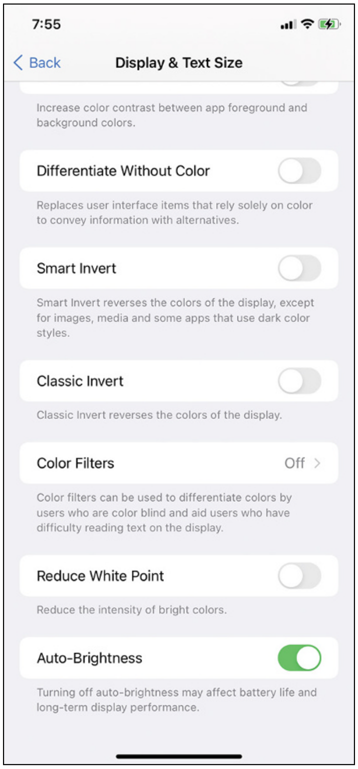
Especially when using iPhone as an e-reader, you may find that a slightly less-bright screen reduces strain on your eyes. To manually adjust screen brightness, follow these steps:

1. Tap the Settings icon on the Home screen.

   TIP If glare from the screen is a problem for you, consider getting a screen protector. This thin film both protects your screen from damage and reduces glare. You can easily find them on Amazon and at just about any cellphone dealer.

2. In Settings, go to Accessibility ➪ Display & Text Size.
3. Tap the Auto-Brightness on/off switch at the bottom of the screen (see **Figure 10-1**) to turn off this feature (the button turns white when off).
4. Tap Back in the upper-left corner and then tap Settings in the same location.
5. Tap Display & Brightness and then tap and drag the Brightness slider (refer to **Figure 10-2**) to the right to make the screen brighter or to the left to make it dimmer.
6. Press the Home button (or swipe up from the bottom of the screen for iPhone models without a Home button) to close Settings.

TIP In the Apple Books e-reader app, you can set a sepia tone for the page, which might be easier on your eyes. See Chapter 17 for more about using Apple Books.



7:55

Back Display & Text Size

Increase color contrast between app foreground and background colors.

Differentiate Without Color

Replaces user interface items that rely solely on color to convey information with alternatives.

Smart Invert

Smart Invert reverses the colors of the display, except for images, media and some apps that use dark color styles.

Classic Invert

Classic Invert reverses the colors of the display.

Color Filters Off

Color filters can be used to differentiate colors by users who are color blind and aid users who have difficulty reading text on the display.

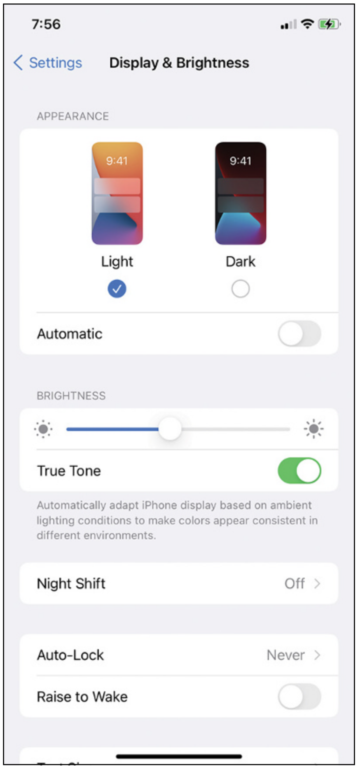
Reduce White Point

Reduce the intensity of bright colors.

Auto-Brightness

Turning off auto-brightness may affect battery life and long-term display performance.

FIGURE 10-1



7:56

Settings Display & Brightness

APPEARANCE

9:41 9:41

Light ✓ Dark ○

Automatic

BRIGHTNESS

True Tone

Automatically adapt iPhone display based on ambient lighting conditions to make colors appear consistent in different environments.

Night Shift Off

Auto-Lock Never

Raise to Wake

FIGURE 10-2

Change the Wallpaper

You might like the default iPhone background image on your iPhone, but it may not be the one that works best for you. Choosing a different wallpaper may help you more easily see all the icons on your Home screen. Follow these steps:

1. Tap the Settings icon on the Home screen.
2. In Settings, tap Wallpaper.
3. In the Wallpaper settings, tap Choose a New Wallpaper.
4. Tap a wallpaper category (see **Figure 10-3**) to view your choices. Tap a sample to select it.

TIP

If you prefer to use a picture that's on your iPhone, tap an album in the lower part of the Wallpaper screen to locate a picture; and then tap the picture to use it as your wallpaper.

5. In the preview that appears (see **Figure 10-4**), tap Set in the lower-right corner.

TECHNICAL STUFF

With some wallpapers, you can also select Still (the picture is static) or Perspective Zoom (the picture will seem to move when you move your iPhone).

6. In the menu that appears, tap your choice of
   - Set Lock Screen (the screen that appears when you lock the iPhone by tapping the power button)
   - Set Home Screen
   - Set Both

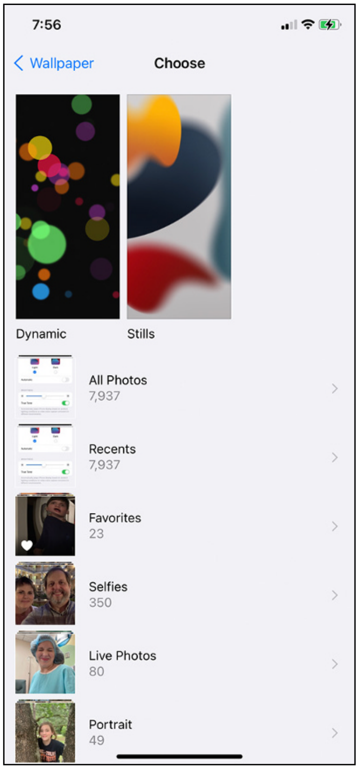

7:56
Wallpaper
Choose
Dynamic
Stills
All Photos
7,937
Recents
7,937
Favorites
23
Selfies
350
Live Photos
80
Portrait
49

FIGURE 10-3

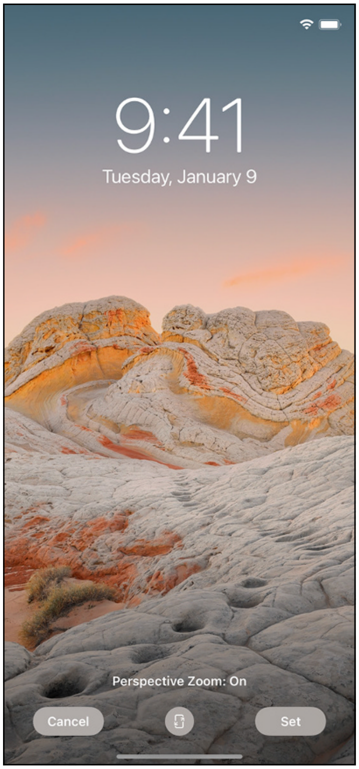

9:41
Tuesday, January 9
Perspective Zoom: On
Cancel
Set

FIGURE 10-4

7. Press the Home button, or swipe up from the bottom of the screen if your iPhone doesn't have a Home button.

   You return to your Home screen with the new wallpaper set as the background (if you selected Set Home Screen or Set Both in Step 6).

Set Up VoiceOver

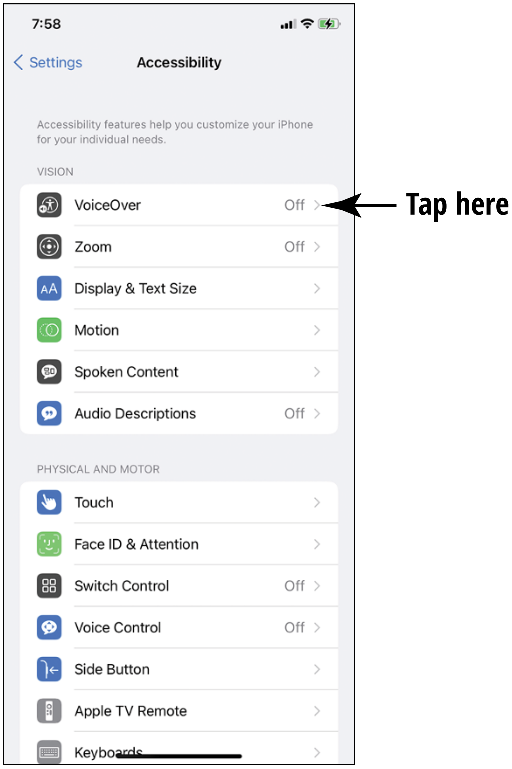
VoiceOver reads the names of screen elements and settings to you, but it also changes the way you provide input to the iPhone. In Notes, for example, you can have VoiceOver read the name of the Notes buttons to you, and when you enter notes, it reads words or characters that you've entered. It can also tell you whether such features as Auto-Correction are on.

VoiceOver is even smarter in iOS 15 than in previous incarnations. It includes support for apps and websites that may not have built-in accessibility support. It can read descriptions of images in apps and on the web, and it can identify and speak text it finds in images.

To turn on VoiceOver, follow these steps:

1. Tap the Settings icon on the Home screen.
2. In Settings, tap Accessibility.
3. In the Accessibility pane, shown in **Figure 10-5**, tap VoiceOver.
4. In the VoiceOver pane, shown in **Figure 10-6**, tap the VoiceOver on/off switch to turn on this feature (the button turns green).

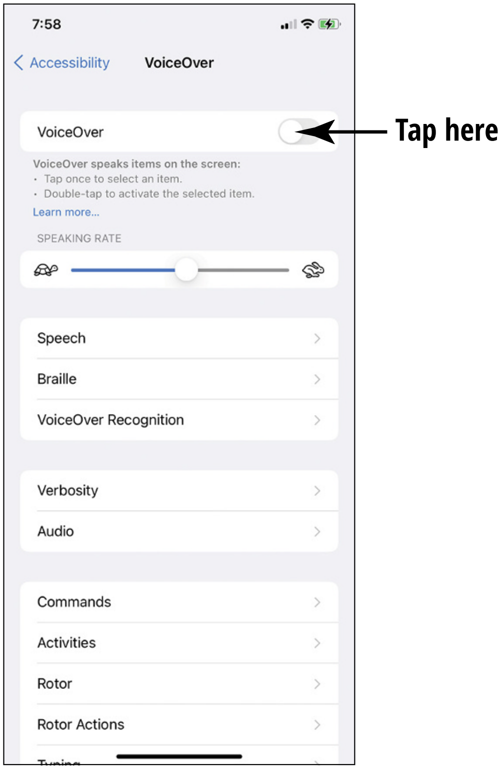
   With VoiceOver on, you must first single-tap to select an item such as a button, which causes VoiceOver to read the name of the button to you. Then you double-tap the button to activate its function.
5. Tap the VoiceOver Practice button to select it, double-tap the button to open VoiceOver Practice, and then tap VoiceOver Practice in the middle of the screen to begin. Practice using gestures (such as pinching and flicking left), and VoiceOver tells you what action each gesture initiates.


7:58
Settings
Accessibility
VISION
VoiceOver Off
Zoom Off
Display & Text Size
Motion
Spoken Content
Audio Descriptions Off
PHYSICAL AND MOTOR
Touch
Face ID & Attention
Switch Control Off
Voice Control Off
Side Button
Apple TV Remote
Keyboards

Accessibility features help you customize your iPhone for your individual needs.

Tap here

FIGURE 10-5


7:58
Accessibility
VoiceOver
VoiceOver
SPEAKING RATE
Speech
Braille
VoiceOver Recognition
Verbosity
Audio
Commands
Activities
Rotor
Rotor Actions
Typing

VoiceOver speaks items on the screen:

- Tap once to select an item.
- Double-tap to activate the selected item.

Learn more...

Tap here

FIGURE 10-6

6. To return to the VoiceOver dialog, tap the Done button and then double-tap the same button.
7. Tap the Verbosity button once and then double-tap to open its options:
   - Tap the Speak Hints on/off switch and then double-tap the switch to turn the feature on (or off). VoiceOver speaks the name of each tapped item.
   - Tap once and then double-tap the VoiceOver button in the upper-left corner to go back to the VoiceOver screen.
8. If you would like VoiceOver to speak descriptions of images in apps or on the web, scroll down and then tap and double-tap VoiceOver Recognition, tap and double-tap Image Descriptions, and tap and double-tap the Image Descriptions switch to toggle the setting on.

TIP

Don't ignore the Sensitive Content Output setting on the Image Descriptions page. If you don't want everyone in the room to hear the content of an image, select any option other than Speak.

9. Tap and double-tap the Back button in the upper-left corner, and then do the same thing again to return to the main VoiceOver screen.
10. If you want VoiceOver to read words or characters to you (for example, in the Notes app), scroll down and then tap and double-tap Typing, and then tap and double-tap Typing Feedback.
11. In the Typing Feedback dialog, tap and then double-tap to select the option you prefer in both the Software Keyboards section and the Hardware Keyboards section.

    The Words option causes VoiceOver to read words to you but not characters, such as the dollar sign ($). The Characters and Words option causes VoiceOver to read both, and so on.
12. Press the Home button or swipe up from the bottom of the screen (for iPhones with no Home button) to return to the Home screen.

The following section shows how to navigate your iPhone after you've turned on VoiceOver.

TIP

You can use the Accessibility Shortcut setting to help you more quickly turn the VoiceOver, Zoom, Switch Control, AssistiveTouch, Grayscale, and Invert Colors features on and off:

1. In the Accessibility screen, tap Accessibility Shortcut.
2. Choose what you want three presses of the Home button (or side button for iPhones without a Home button) to activate.

   Now three presses with a single finger on the Home button or side button provides you with the option you selected.

Use VoiceOver

After VoiceOver is turned on, you need to figure out how to use it. Using it is awkward at first, but you'll get the hang of it!

Here are the main onscreen gestures you should know how to use:

- **Tap an item to select it.** VoiceOver speaks its name.
- **Double-tap the selected item.** The item is activated.
- **Flick three fingers.** The page scrolls.

TIP

If your iPhone has a Home button, simply press it to unlock — simple. If your iPhone doesn't have a Home button, look at your iPhone (for Face ID to recognize you) and then slowly move your finger up from the bottom of the screen until you hear two tones or feel a vibration.

TIP

If tapping with two or three fingers is difficult, try tapping with one finger from one hand and one or two from the other. When double- or triple-tapping, you have to perform these gestures as quickly as you can for them to work.

Table 10-1 provides additional gestures to help you use VoiceOver. If you want to use this feature often, I recommend the VoiceOver section of the online *iPhone User Guide*, which goes into great detail about using VoiceOver. You'll find the *User Guide* at `https://support.apple.com/manuals/iphone`. When there, just click the model of iPhone or the version of iOS you have to read its manual. You can also get an Apple Books version of the manual through that app in the Book Store. (See Chapter 17 for more information.)

Several Vision features are simple on/off settings that you can turn on or off after you tap Settings ➪ Accessibility:

- **Zoom:** The Zoom feature enlarges the contents displayed on the iPhone screen when you double-tap the screen with three fingers. The Zoom feature works almost everywhere in iPhone: in Photos, on web pages, on your Home screens, in your Mail, in Music, and in Videos — give it a try!
- **Magnifier:** Enable Magnifier to use your iPhone's built-in camera as a magnifying glass. Just triple-click the Home button (side button for iPhones without a Home button) to activate it (after you've turned the feature on, of course).

TABLE 10-1 **VoiceOver Gestures**

Gesture	Effect
Flick right or left.	Select the next or preceding item.
Tap with two fingers.	Stop speaking the current item.
Flick two fingers up.	Read everything from the top of the screen.
Flick two fingers down.	Read everything from the current position.
Flick three fingers up or down.	Scroll one page at a time.
Flick three fingers right or left.	Go to the next or preceding page.
Tap three fingers.	Speak the scroll status (for example, line 20 of 100).
Flick four fingers up or down.	Go to the first or last element on a page.
Flick four fingers right or left.	Go to the next or preceding section (as on a web page).

- **Display & Text Size:** Includes such features as Color Filters (aids those with color blindness), Reduce White Point (reduces the intensity of bright colors), and Invert Colors (reverses colors on your screen so that white backgrounds are black and black text is white).
- **Spoken Content:** Options here include the ability to have your iPhone speak items you've selected or hear the content of an entire screen, highlight content as its spoken, and more.
- **Larger Text (under Accessibility ➪ Display & Text Size):** If having larger text in such apps as Contacts, Mail, and Notes would be helpful, you can turn on the Larger Text feature and choose the text size that works best for you.
- **Bold Text (under Accessibility ➪ Display & Text Size):** Turning on this setting restarts your iPhone (after asking for permission to do so) and then causes text in various apps and in Settings to be bold.

- **Button Shapes (under Accessibility ➪ Display & Text Size):** This setting applies shapes to buttons so they're more easily distinguishable.
- **Reduce Transparency (under Accessibility ➪ Display & Text Size):** This setting helps increase legibility of text by reducing the blurs and transparency effects that make up a good deal of the iPhone user interface.
- **Increase Contrast (under Accessibility ➪ Display & Text Size):** Use this setting to set up backgrounds in some areas of iPhone and apps with greater contrast, which should improve visibility.
- **On/Off Labels (under Accessibility ➪ Display & Text Size):** If you have trouble making out colors and therefore find it hard to tell when an on/off switch is on (green) or off (white), use this setting to add a circle to the right of a switch when it's off and a white vertical line to a switch when it's on.
- **Reduce Motion (under Accessibility ➪ Motion):** Tap this accessibility feature and then tap the on/off switch to turn off the parallax effect, which causes the background of your Home screens to appear to float as you move the phone around.

Use iPhone with Hearing Aids

If you have Bluetooth enabled or use another style of hearing aid, your iPhone may be able to detect it and work with its settings to improve sound on your phone calls. Follow these steps to connect your hearing aid to your iPhone.

TIP

Your hearing aids may come with their own instructions, and probably even an app, for setting up and configuring options. If so, use those instead of what I discuss here.

1. Tap Settings on the Home screen.
2. Tap Accessibility and then scroll down to the Hearing section and tap Hearing Devices.

On the following screen, your iPhone searches for hearing aid devices.

TIP

If you have a non-MFi (Made for iPhone) hearing aid, add your hearing aid in Bluetooth settings. To do so, go to Settings ➪ Bluetooth, make sure the Bluetooth toggle switch is on (green), and select your hearing aid in the list of devices.

3. When your device appears, tap it.
4. Tap the Back button in the upper-left corner of the screen, scroll back down to the Hearing Devices section (if you're not automatically returned there), and tap Hearing Aid Compatibility to turn on a feature that could improve audio quality when you're using your hearing aid.

Adjust the Volume

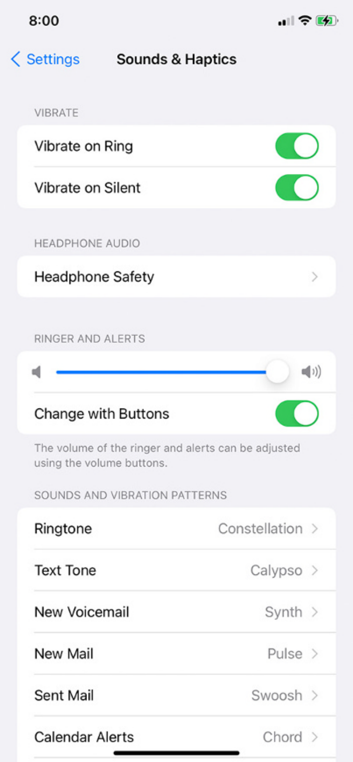
Though individual apps (such as Music and Video) have their own volume settings, you can set your iPhone system volume for your ringer and alerts as well to help you better hear what's going on. Follow these steps:

1. Tap Settings on the Home screen and then tap Sounds & Haptics.
2. In the Sounds & Haptics settings that appear (see **Figure 10-7**), tap and drag the Ringer and Alerts slider to adjust the volume of these audible attention grabbers:
   - Drag to the right to increase the volume.
   - Drag to the left to lower the volume.

TIP

In the Sounds & Haptics settings, you can turn on or off the sounds that iPhone makes when certain events occur (such as receiving new Mail or Calendar alerts). These sounds are turned on by default.

3. To return to the Home screen, press the Home button or swipe up from the bottom of the screen (iPhone models without a Home button).



8:00

< Settings Sounds & Haptics

VIBRATE

Vibrate on Ring

Vibrate on Silent

HEADPHONE AUDIO

Headphone Safety >

RINGER AND ALERTS

Change with Buttons

The volume of the ringer and alerts can be adjusted using the volume buttons.

SOUNDS AND VIBRATION PATTERNS

Ringtone	Constellation >
Text Tone	Calypso >
New Voicemail	Synth >
New Mail	Pulse >
Sent Mail	Swoosh >
Calendar Alerts	Chord >

FIGURE 10-7

TIP

Even those with perfect hearing sometimes have trouble hearing a phone ring, especially in busy public places. Consider using the Vibrate settings in the Sounds & Haptics settings to have your phone vibrate when a call is coming in.

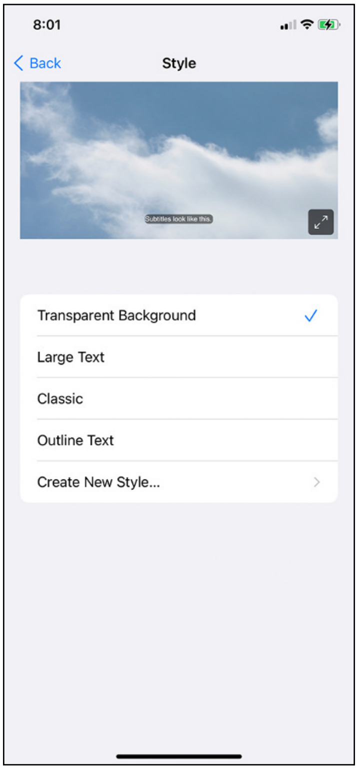
Set Up Subtitles and Captioning

Closed captioning and subtitles help folks with hearing challenges enjoy entertainment and educational content. Follow these steps:

1. Tap Settings on the Home screen, and then tap Accessibility.
2. Scroll down to the Hearing section and tap Subtitles & Captioning.
3. On the following screen, tap the on/off switch to turn on Closed Captions + SDH (Subtitles for the Deaf and Hard of Hearing).

You can also tap Style and choose a text style for the captions, as shown in **Figure 10-8**. A neat video helps show you what your style will look like when the feature is in use. Tap the black box in the lower right of the video to expand it to full screen. Tap the screen to return to the Style screen.

4. To return to the Home screen, press the Home button or swipe up from the bottom of the screen (for iPhone models without a Home button).



Transparent Background ✓
Large Text
Classic
Outline Text
Create New Style...

FIGURE 10-8

Manage Other Hearing Settings

Several hearing accessibility settings are simple on/off settings, including

- **Mono Audio (under Accessibility ⇨ Audio/Visual):** Using the stereo effect in headphones or a headset breaks up sounds so that you hear a portion in one ear and a portion in the other ear. The purpose is to simulate the way your ears process sounds. However, if you're hard of hearing or deaf in one ear, you're hearing only a portion of the sound in your hearing ear, which can be frustrating. If you have such hearing challenges and want to use iPhone with a headset connected, you should turn on Mono Audio. When it's turned on, all sound is combined and distributed to both ears. You can use the Balance slider below Mono Audio to direct more sound to the ear you hear best with.

- **LED Flash for Alerts (under Accessibility ➪ Audio/Visual):** If you need a visual clue when an alert is spoken, turn this setting on.
- **Phone Noise Cancellation (under Accessibility ➪ Audio/Visual):** If you're annoyed at ambient noise when you make a call in public (or noisy private) settings, turn on the Phone Noise Cancellation feature (iPhone 5 or later). When you hold the phone to your ear during a call, this feature reduces background noise to some extent.
- **RTT/TTY:** RTT stands for Real-Time Text, which provides better text support during calls. TTY is a symbol indicating teletype machine capabilities. The iPhone is compatible with teletype machines via the iPhone TTY adapter, which can be purchased from Apple. The TTY option allows you to enable either Software TTY, Hardware TTY, or both. RTT and TTY are available for your iPhone only if your cell carrier supports one or both of them.

Turn On and Work with AssistiveTouch

If you have difficulty using buttons, the AssistiveTouch Control panel aids input using the touchscreen.

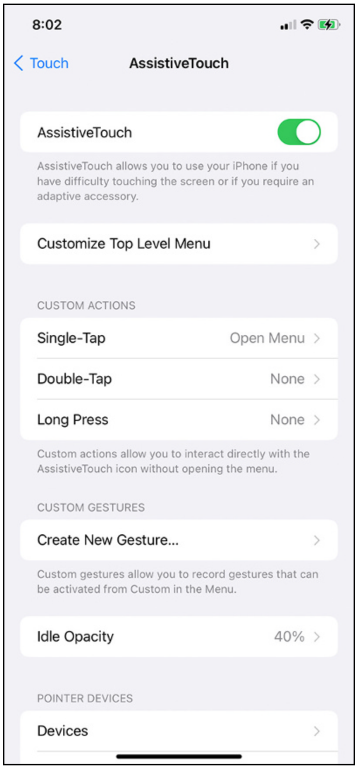
1. To turn on AssistiveTouch, tap Settings on the Home screen and then tap Accessibility.

2. In the Accessibility pane, tap Touch and then tap AssistiveTouch. In the pane that appears, tap the on/off switch for AssistiveTouch to turn it on (see **Figure 10-9**).

   A dark circle, called the AssistiveTouch Control panel, then appears on the right side of the screen (although you're unable to see it in Figure 10-9; it's there when the feature is enabled). This circle now appears in the same location in whatever apps you display on your iPhone, though you can move it around with your finger.

3. Tap the AssistiveTouch Control panel to display the options shown in **Figure 10-10**.

   The panel offers Notification Center and Control Center options.



AssistiveTouch

AssistiveTouch

AssistiveTouch allows you to use your iPhone if you have difficulty touching the screen or if you require an adaptive accessory.

Customize Top Level Menu

CUSTOM ACTIONS

Single-Tap Open Menu

Double-Tap None

Long Press None

Custom actions allow you to interact directly with the AssistiveTouch icon without opening the menu.

CUSTOM GESTURES

Create New Gesture...

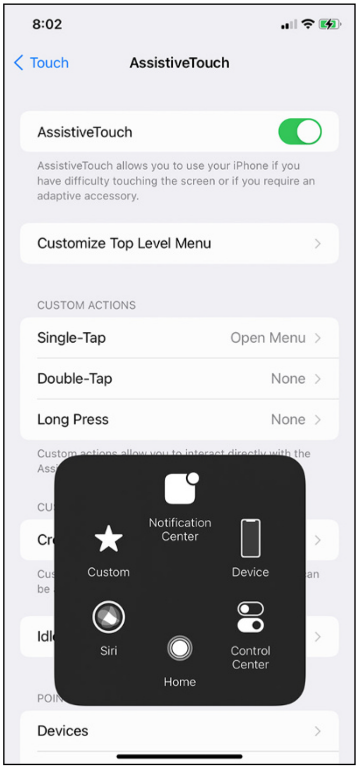
Custom gestures allow you to record gestures that can be activated from Custom in the Menu.

Idle Opacity 40%

POINTER DEVICES

Devices

FIGURE 10-9



8:02
Touch
AssistiveTouch
Notification Center
Custom
Device
Siri
Control Center
Home

AssistiveTouch

AssistiveTouch allows you to use your iPhone if you have difficulty touching the screen or if you require an adaptive accessory.

Customize Top Level Menu

CUSTOM ACTIONS

Single-Tap Open Menu

Double-Tap None

Long Press None

Devices

FIGURE 10-10

4. You can tap Custom or Device on the panel to see additional choices, tap Siri to activate the personal assistant feature, tap Notification Center or Control Center to display those panels, or tap Home to go directly to the Home screen.
5. To return to the Home screen after you've chosen an option, press the Home button or swipe up from the bottom of the screen (for iPhones without a Home button).

Table 10-2 shows the major options available in the AssistiveTouch Control panel and their purpose.

TABLE 10-2 **AssistiveTouch Controls**

Control	Purpose
Siri	Activates the Siri feature, which allows you to speak questions and make requests of your iPhone.
Custom	Displays a set of gestures, with pinch and rotate, long-press, double tap, and hold and drag gestures preset; you can tap any of the other blank squares to add your own favorite gestures.
Device	Displays presets that enable you to rotate the screen, lock the screen, turn the volume up or down, mute or unmute sound, and more.
Home	Sends you to the Home screen.
Control Center	Opens the Control Center common commands.
Notification Center	Opens Notification Center with reminders, Calendar appointments, and so on.

Turn On Additional Physical and Motor Settings

Use these on/off settings in the Accessibility settings to help you deal with how fast you tap and how you answer phone calls:

- **Home Button (appears only if your iPhone does indeed have a Home button):** Sometimes if you have dexterity challenges, it's hard to double-press or triple-press the Home button fast enough. Choose the Slow or Slowest option for this setting to allow you a bit more time to make that second or third press. Also, the Rest Finger to Open feature at the bottom of the screen is helpful because it allows you to simply rest your finger on the Home button — as opposed to pressing it — to open your iPhone using Touch ID (if enabled).

- **Call Audio Routing (under Accessibility ➪ Touch):** If you prefer to use your speaker phone to receive incoming calls, or you typically use a headset that allows you to tap a button to receive a call, tap this option and then choose Bluetooth Headset or Speaker. Speakers and headsets can both provide a better hearing experience for many.

TIP

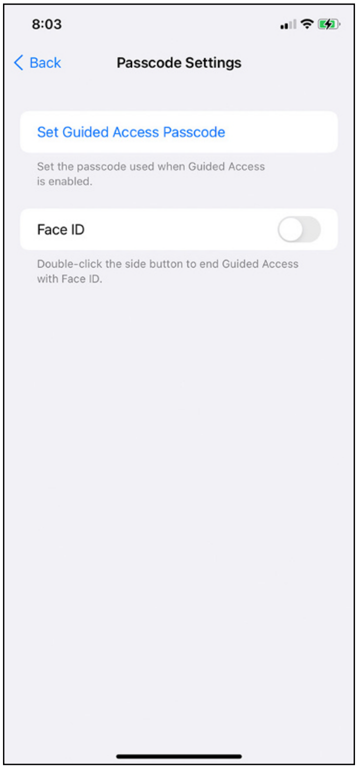
If you have certain adaptive accessories that allow you to control devices with head gestures, you can use them to control your iPhone, highlighting features in sequence and then selecting one. Use the Switch Control feature in the Accessibility settings to turn this mode on and make your selections.

Focus Learning with Guided Access

Guided Access is a feature that you can use to limit a user's access to iPhone to a single app, and even limit access in that app to certain features. This feature is useful in several settings, ranging from a classroom, for use by someone with attention deficit disorder, and even to a public setting (such as a kiosk where you don't want users to be able to open other apps).

1. Tap Settings and then tap Accessibility.
2. Scroll down and tap Guided Access. On the screen that appears, toggle the Guided Access switch to turn the feature on (green).
3. Tap Passcode Settings and then tap Set Guided Access Passcode.

   You can set a passcode so that those using an app can't return to the Home screen to access other apps. You can also activate Touch ID (only iPhones with a Home button) or Face ID (only iPhone models without a Home button) to perform the same function, as shown in **Figure 10-11**.
4. In the Set Passcode dialog that appears, enter a 4-digit passcode using the numeric pad. Enter the number again when prompted.
5. Press the Home button or swipe up from the bottom of the screen (iPhones without a Home button), and tap an app to open it.



Set Guided Access Passcode

Set the passcode used when Guided Access is enabled.

Face ID

Double-click the side button to end Guided Access with Face ID.

FIGURE 10-11

6. Rapidly press the Home button (side button for iPhones without a Home button) three times. At the bottom of the screen, tap the Guided Access button.

7. Tap Options at the bottom to display the following options and make your selections:

   - *Sleep/Wake Button or Side Button:* You can put your iPhone to sleep or wake it up with three presses of the Home button or side button, depending on your iPhone model.
   - *Volume Buttons:* Tap to toggle this switch on or off. You might use this setting, for example, if you don't want users to be able to adjust the volume using the volume toggle on the side of the iPhone.
   - *Motion:* Turn this setting off if you don't want users to move the iPhone around — for example, to play a race car driving game.

- *Keyboards:* Use this setting to prohibit people using this app from entering text with the keyboard.
- *Touch:* If you don't want users to be able to use the touchscreen, turn this off.
- *Time Limit:* Tap to toggle this option on or off and use the displayed settings to set a time limit for the use of the app.

8. Tap Done to hide the options.

   TIP

   At this point, you can also use your finger to circle areas of the screen that you want to disable, such as a Store button in the Music app.

9. Tap the Start button (upper-right corner).

   Guided Access is now live, and users can explore the app within the limits you set.

10. When the user has finished with Guided Access, press the Home button (side button for iPhones with no Home button) three times. Enter your passcode, if you set one, and tap End.
11. To return to the Home screen, press the Home button or swipe up from the bottom of the screen (iPhones without a Home button).

One-Handed Keyboard

The one-handed keyboard makes typing on the onscreen keyboard that much easier. For those with dexterity issues, or simply for those of us with smaller hands using the larger iPhones, this option allows the onscreen keyboard to slide over to one side or the other to better facilitate typing.

1. Open any app that uses the onscreen keyboard.

   I'm using Notes for this example.

2. With the onscreen keyboard displayed, press-and-hold down on the emoji (smiley face) or international (globe) icon to display the Keyboard Settings menu, seen in **Figure 10-12**.

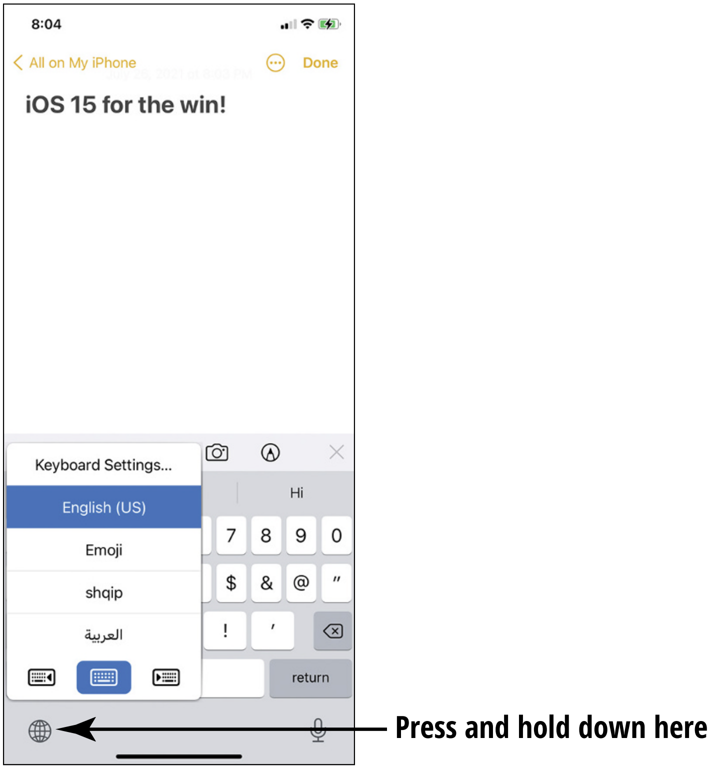

8:04
All on My iPhone
Done
iOS 15 for the win!
Keyboard Settings...
English (US)
Emoji
shqip
العربية
Hi
7 8 9 0
$ & @ "
! '
return
Press and hold down here

FIGURE 10-12

3. At the bottom of the Keyboard Settings menu, tap the left-sided keyboard icon or the right-sided keyboard icon to shift the keyboards keys in the desired direction.
4. Your keyboard will now appear either shifted to the left or right, as shown in **Figure 10-13**.

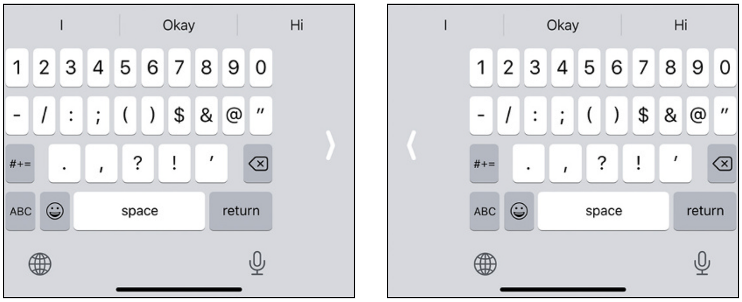

I
Okay
Hi
1 2 3 4 5 6 7 8 9 0
- / : ; ( ) $ & @ "
#+= . , ? ! '
ABC
space
return

FIGURE 10-13

5. To quickly return to the standard keyboard, tap the white arrow to the left or right side of your shifted keyboard (its position depends on which side you shifted your keyboard).

Control Your iPhone with a Tap on the Back

Your iPhone can perform a task or command by simply tapping on the back of the device! This feature is called Back Tap, and with a double- or triple-tap of your finger on the back of the iPhone, you can make the device do all kinds of cool things, such as

- Open an app.
- Mute your iPhone's speakers.
- Take a screenshot.
- Engage Siri.
- Initiate Accessibility functions.
- Launch shortcuts you've defined in the Shortcuts app.

To set up this handy new feature:

1. Tap Settings and then tap Accessibility.
2. Scroll down and tap Touch, and then tap Back Tap at the bottom of the screen.
3. Tap either Double Tap or Triple Tap, depending on which action you want to assign a task to.
4. Select a task from the list of options in the Double Tap or Triple Tap screen.
5. To return to the Back Tap screen, tap Back Tap in the upper-left corner.
6. Double-tap or triple-tap the back of your iPhone any time you like and it will perform the assigned task.

Control Your iPhone with Voice Control

Another exciting accessibility feature is the ability to control your iPhone using your voice! The Voice Control feature also enables you to use numbers and grid overlays to command your iPhone to perform tasks. This feature is a real game-changer for a lot of folks.

1. Tap Settings and then tap Accessibility.
2. Scroll down and tap Voice Control. Do one of the following:
   - If you haven't used Voice Control before, on the screen that follows, tap Set Up Voice Control. Read through the information screens, tapping Continue to advance through them. At the end, you'll see the Voice Control toggle switch is set to on (green).

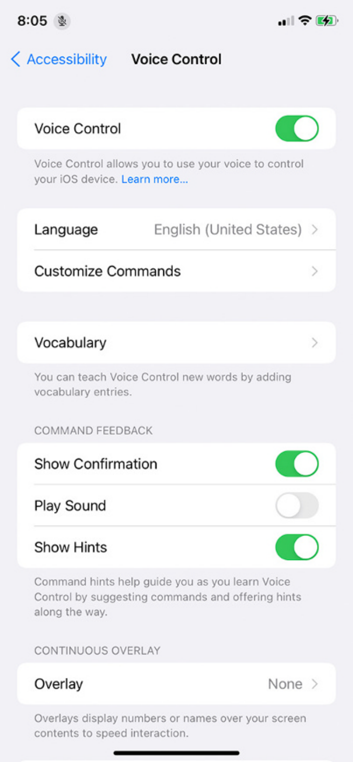
     TIP

     Pay particular attention to the What Can I Say? screen. It tells you in simple terms the commands you can use to get started with Voice Control, such as "Go home" and "Show grid."
   - If you've used Voice Control, toggle the Voice Control switch to on (green), as shown if **Figure 10-14**.

   TIP

   You can easily tell when Voice Control is on: A blue circle containing a microphone appears in the upper-left corner of your iPhone's screen.
3. Tap Customize Commands to see what commands are built into Voice Control (see **Figure 10-15**), enable or disable commands, and even create your own commands. Tap Back in the upper-left to return to the main Voice Control options.

   I suggest taking your time in this section of the Voice Control options; you'll be surprised at what you can do out-of-the-gate with this amazing tool.
4. To add words to Voice Control (particularly useful with dictation, tap Vocabulary in the Voice Control options and then tap + in the upper-right. In the Add New Entry window, type the word or phrase, and then tap the Save button. Tap Voice Control in the upper-left to return to the main Voice Control screen.



8:05

< Accessibility Voice Control

Voice Control ●

Voice Control allows you to use your voice to control your iOS device. Learn more...

Language English (United States) >

Customize Commands >

Vocabulary >

You can teach Voice Control new words by adding vocabulary entries.

COMMAND FEEDBACK

Show Confirmation ●

Play Sound ○

Show Hints ●

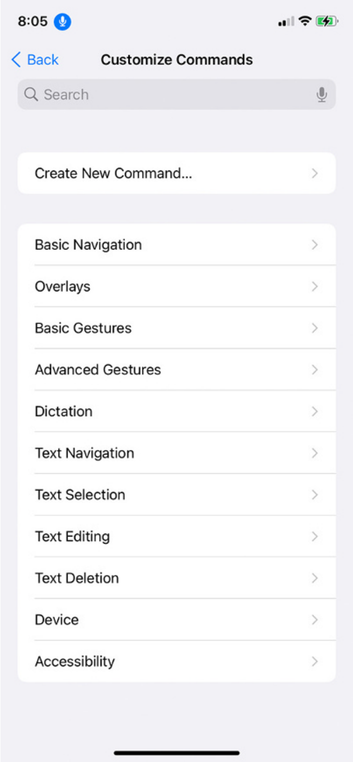
Command hints help guide you as you learn Voice Control by suggesting commands and offering hints along the way.

CONTINUOUS OVERLAY

Overlay None >

Overlays display numbers or names over your screen contents to speed interaction.

FIGURE 10-14



8:05

< Back Customize Commands

Search

Create New Command... >

Basic Navigation >

Overlays >

Basic Gestures >

Advanced Gestures >

Dictation >

Text Navigation >

Text Selection >

Text Editing >

Text Deletion >

Device >

Accessibility >

FIGURE 10-15

Overlays are a fantastic accessibility feature in iOS. If you use them, clickable items on the screen are labeled with numbers, names, or a numbered grid. Whenever you want to click an item, simply execute a command such as "tap three" to "tap" the item with your voice. Each of the three overlays are displayed in **Figure 10-16**.

You can enable an overlay in Settings ➪ Accessibility ➪ Voice Control ➪ Overlay.

TIP

When you're not actively using the feature, the number and name labels will fade to a light gray so that you can more clearly see the screen. They darken again when you do use the feature.

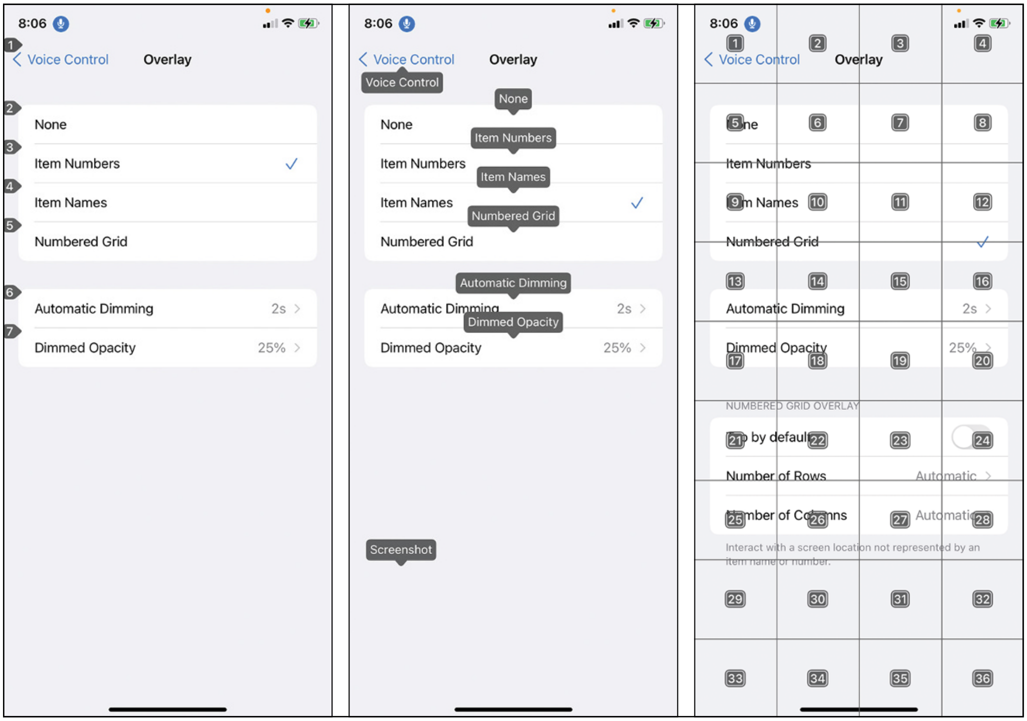

8:06
Voice Control
Overlay
None
Item Numbers
Item Names
Numbered Grid
Automatic Dimming
2s
Dimmed Opacity
25%
Screenshot
NUMBERED GRID OVERLAY
Number of Rows
Automatic
Number of Columns
Interact with a screen location not represented by an item name or number.

FIGURE 10-16

Adjust Accessibility Settings on a Per-App Basis

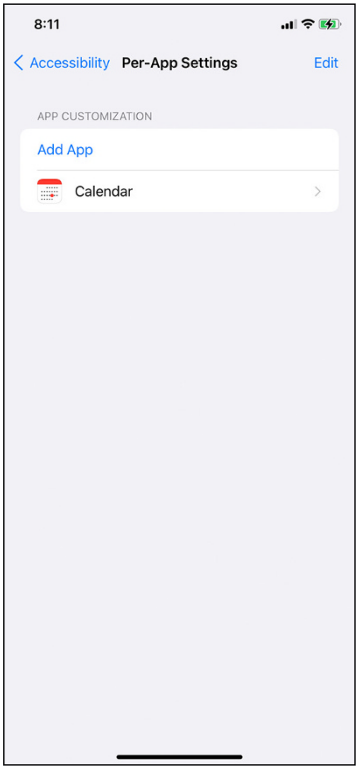
iOS 15's iteration of Accessibility features allows you to customize individually how each app handles display and text size settings, such as Bold Text, Larger Text, Increase Contrast, Smart Invert, and Reduce Motion. No need to settle for a one-setting-fits-all approach.

To customize Accessibility options on a per-app basis:

1. Tap Settings and then tap Accessibility.
2. Swipe down to the very bottom of the screen and tap Per-App Settings.
3. Tap Add App, and then tap an app from the list provided.

4. In the Per-App Settings screen that appears, tap the app you've just added, as shown in **Figure 10-17**.
5. On the screen that appears (see **Figure 10-18**), tap each option you'd like to customize, and then tap the name of the app in the upper-left corner to return to the list of options. Repeat this step until you're finished making customizations.
6. Tap Per-App Settings in the upper-left corner to return to the Per-App Settings screen.
7. If you want to customize additional apps, repeat Steps 3–6.

To delete a customization (don't worry, you're not deleting the app itself, just the Accessibility customizations you've made), tap Edit in the upper-right corner of the Per-App Settings screen, tap the – in a red circle to the left of the customization you want to remove, and then tap the red Delete button that appears on the right.


8:11

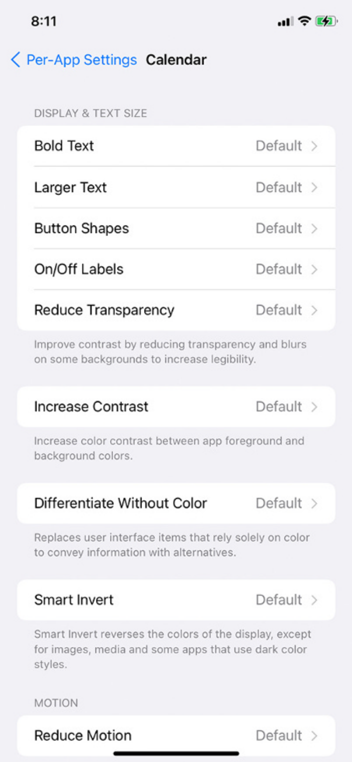
< Accessibility Per-App Settings Edit

APP CUSTOMIZATION

Add App

Calendar >

FIGURE 10-17


8:11

< Per-App Settings Calendar

DISPLAY & TEXT SIZE

Bold Text Default >

Larger Text Default >

Button Shapes Default >

On/Off Labels Default >

Reduce Transparency Default >

Improve contrast by reducing transparency and blurs on some backgrounds to increase legibility.

Increase Contrast Default >

Increase color contrast between app foreground and background colors.

Differentiate Without Color Default >

Replaces user interface items that rely solely on color to convey information with alternatives.

Smart Invert Default >

Smart Invert reverses the colors of the display, except for images, media and some apps that use dark color styles.

MOTION

Reduce Motion Default >

FIGURE 10-18

IN THIS CHAPTER

- » Activate Siri
- » Translate, get suggestions, and call contacts
- » Create reminders and alerts
- » Add events to your calendar
- » Play music, get directions, and ask for facts
- » Search the web
- » Send and dictate messages

Chapter 11

Conversing with Siri

One of the most talked about (pun intended) features on your iPhone is Siri, a personal assistant that responds to the commands you speak to your iPhone. With Siri, you can ask for nearby restaurants, and a list appears. You can dictate your email messages rather than type them. You can open apps with a voice command. Calling your mother is as simple as saying, "Call Mom." Want to know the capital of Rhode Island? Just ask. Siri checks several online sources to answer questions ranging from the result of a mathematical equation to the next scheduled flight to Rome (Italy or Georgia). You can have Siri search photos and videos and locate what you need by date, location, or album name. Ask Siri to remind you about an app you're working in, such as Safari, Mail, or Notes at a later time so you can pick up where you left off.

You can also have Siri perform tasks, such as returning calls and controlling the Music app. Siri can play music at your request and identify tagged songs (songs that contain embedded information that identifies them by categories such as artist or genre). You can also hail a ride with Uber or Lyft, watch live TV just by saying "Watch ESPN" (or say another app you might use, such as Netflix), find tagged photos, make payments with some third-party apps, and more.

With iOS 15, Siri can offer you curated suggestions for Safari, Maps, and Podcasts. Siri also utilizes new voice technology that allows it to sound more natural and smooth, particularly when speaking long phrases. Another nice update to Siri in iOS 15 is that processing for Siri requests is now performed entirely on your iPhone, if it has an A12 Bionic chipset or newer (in other words, as long as it's a model from 2018 or later). This means requests you make of Siri are performed much faster than before. Whoop, whoop!

Activate Siri

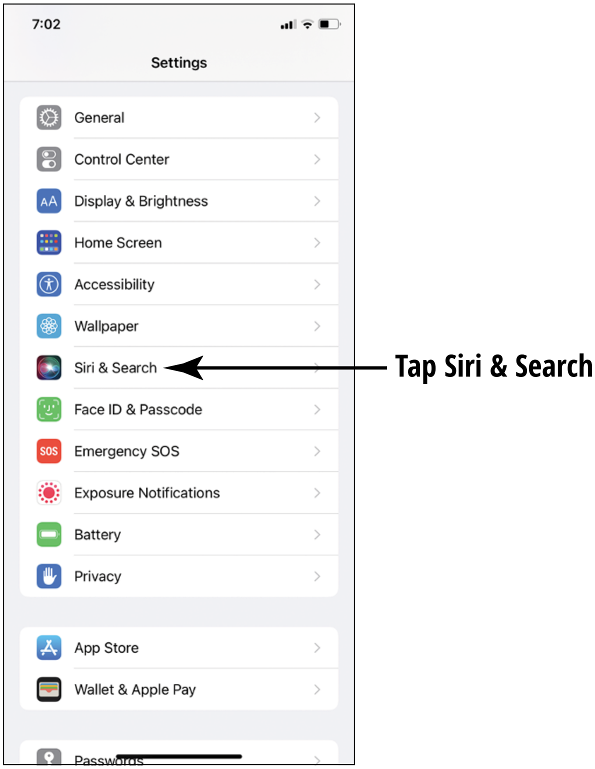
When you first go through the process of registering your phone, you'll be prompted to begin making settings for your location, for using iCloud, and so on, and at one point you will see the option to activate Siri. As you begin to use your phone, iPhone reminds you about using Siri by displaying a message.

TIP

Siri requires internet access, and cellular data charges could apply when Siri checks online sources if you're not connected to Wi-Fi. In addition, available features may vary by area.

If you didn't activate Siri during the registration process, you can use Settings to turn on Siri by following these steps:

1. Tap the Settings icon on the Home screen.
2. Tap Siri & Search, as shown in **Figure 11-1**.


7:02
Settings
General
Control Center
Display & Brightness
Home Screen
Accessibility
Wallpaper
Siri & Search
Face ID & Passcode
Emergency SOS
Exposure Notifications
Battery
Privacy
App Store
Wallet & Apple Pay
Passwords

Tap Siri & Search

FIGURE 11-1

3. In the dialog in **Figure 11-2**, activate any or all of the following features by toggling the switch for the feature on (green):

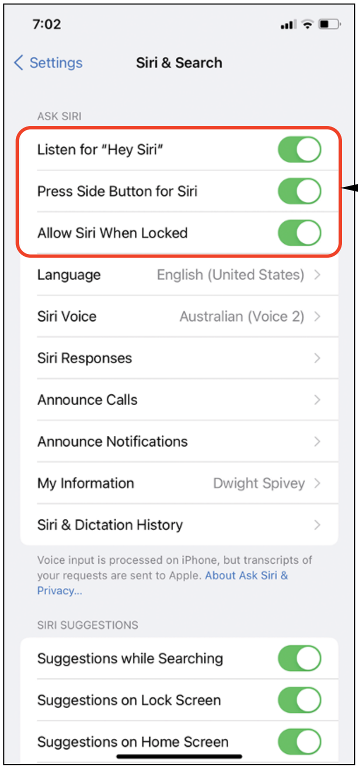
   - *Listen for "Hey Siri":* Activate Siri for hands-free use. When you first enable "Hey Siri," you'll be prompted to set up the feature. Just walk through the steps to enable it and continue.

     With this feature enabled, just say "Hey, Siri" and Siri opens, ready for a command. In addition, with streaming voice recognition, Siri displays in text what it's hearing as you speak, so you can verify that it has understood you correctly. This streaming feature makes the process of interacting with Siri faster.

     REMEMBER

     iPhone models older than the 6s and 6s Plus must be plugged into an outlet, a car, or a computer to use the "Hey Siri" feature.

   - *Press Home/Side Button for Siri:* Activate Siri by pressing and holding down the Home button or the side button (if your iPhone doesn't have a Home button).



7:02

< Settings Siri & Search

ASK SIRI

Listen for "Hey Siri" ☑

Press Side Button for Siri ☑

Allow Siri When Locked ☑

Language English (United States) >

Siri Voice Australian (Voice 2) >

Siri Responses >

Announce Calls >

Announce Notifications >

My Information Dwight Spivey >

Siri & Dictation History >

Voice input is processed on iPhone, but transcripts of your requests are sent to Apple. About Ask Siri & Privacy...

SIRI SUGGESTIONS

Suggestions while Searching ☑

Suggestions on Lock Screen ☑

Suggestions on Home Screen ☑

Toggle these options

FIGURE 11-2

- *Allow Siri When Locked:* Use Siri even when the iPhone is locked. Be careful with this one. If Siri hears someone else's voice and thinks it's yours, that person will be able to give Siri commands.

4. If you want to change the language Siri uses, tap Language and choose a different language in the list that appears.
5. To change the nationality or gender of Siri's voice from American to British or Australian (for examples), or from female to male, tap Siri Voice and make your selections. Some nationalities have multiple voices you can select.

TIP

Give several nationalities and genders a shot. Over the years, I've found that the Australian female voice (Voice 2) coupled with the English (United States) Language option was easier for me to understand, for whatever reason.

6. Let Siri know about your contact information by tapping My Information and selecting yourself in your contacts.

TIP

If you want to customize when Siri verbally responds to your requests, tap Siri Responses in the Siri & Search settings and make one of three selections. The Always option causes Siri to verbally respond to your requests all the time — period. When Silent Mode Is Off prevents Siri from verbally responding to you when silent mode is enabled on your iPhone. The Only with "Hey Siri" option allows Siri to verbally respond to your requests when you make them using the "Hey Siri" command to launch Siri.

Discover All That Siri Can Do

Siri allows you to interact by voice with many apps on your iPhone.

REMEMBER

No matter what kind of action you want to perform, first press and hold down on the Home button (or the side button for iPhone models without a Home button) until Siri opens. Or if you've enabled "Hey Siri," simply say the phrase.

You can pose questions or ask to do something like make a call or add an appointment to your calendar. Siri can also search the internet or use an informational service called Wolfram|Alpha to provide information on just about any topic.

Siri also checks with Wikipedia, Bing, and Twitter to get you the information you request. In addition, you can use Siri to tell iPhone to return a call, play your voicemail, open and search the App Store, control Music playback, dictate text messages, and much more.

Siri learns your daily habits and will offer suggestions throughout the day when appropriate. For example, say you usually stop by the local coffee shop around the same time each morning and use the shop's app to order a drink from your iPhone. Siri will pick up on this activity and eventually begin asking if you'd like to order a drink when you're within proximity of the coffee shop.

With iOS 15, Siri is much better at maintaining the context of questions. For example, if you ask something like "Where is the nearest Starbucks location?" and then follow it up with "What's the phone number there?" Siri will automatically know you're asking for the phone number of the Starbucks location it finds. It's not always perfect, but this feature does make for a vastly improved Siri experience.

Siri knows what app you're using, though you don't have to have that app open to make a request involving it. However, if you're in the Messages app, you can make a statement like "Tell Susan I'll be late," and Siri knows that you want to send a message. You can also ask Siri to remind you about what you're working on and Siri will note what you're working on and which app you're working in, and remind you about it at a later time you specify.

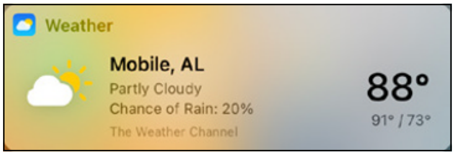
TIP

If you want to dictate text in apps like Notes or Mail, use the dictation icon on the onscreen keyboard to do so. See the task "Use Dictation," later in this chapter, for more about this feature.

New to iOS 15, Siri is now able to announce possibly time-sensitive notifications when you're wearing AirPods (second generation or newer). For example, if you're on a run and it's getting close to time for a meeting, Siri will interrupt whatever you're listening to so that you're aware of the upcoming appointment.

Siri requires no preset structure for your questions; you can phrase things in several ways. For example, you might say, "Where am I?" to see a map of your current location, or you could say, "What is my current location?" or "What address is this?" and get the same results.

If you ask a question about, say, the weather, Siri responds both verbally and with text information (see **Figure 11-3**). Or Siri might open a form, as with email, or provide a graphic display for some items, such as maps. When a result appears, you can tap it to make a choice or open a related app.



Weather

Mobile, AL

Partly Cloudy

Chance of Rain: 20%

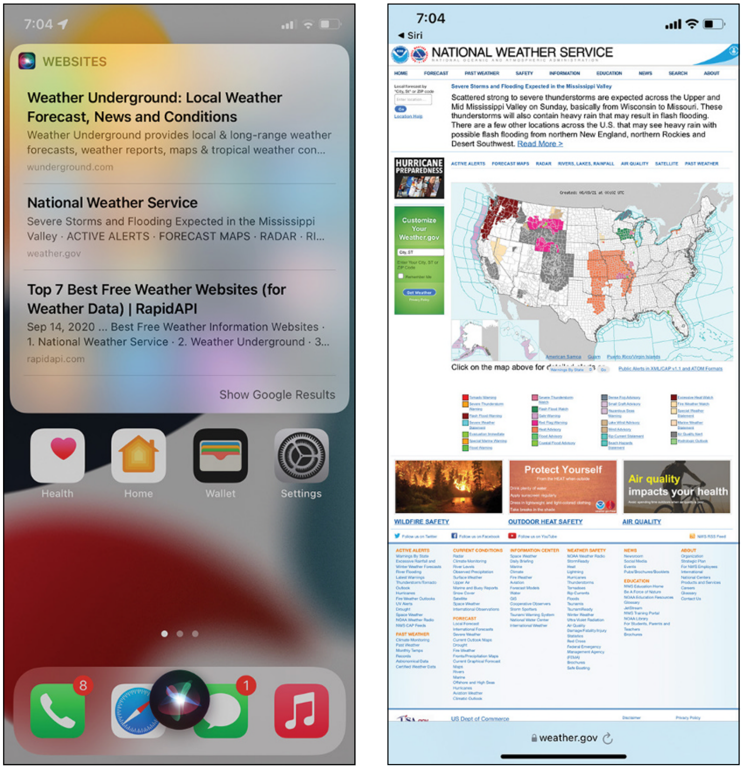
The Weather Channel

88°

91° / 73°

FIGURE 11-3

Siri works with just about any app, including Phone, the App Store, Music, Messages, Reminders, Calendar, Maps, Mail, Weather, Stocks, Clock, Contacts, Notes, social media apps (such as Twitter), and Safari (see **Figure 11-4**). In the following tasks, I provide a quick guide to some of the most useful ways you can use Siri.


7:04
WEBSITES
Health
Home
Wallet
Settings
7:04
Siri
NATIONAL WEATHER SERVICE
HOME
FORECAST
PAST WEATHER
SAFETY
INFORMATION
EDUCATION
NEWS
SEARCH
ABOUT
HURRICANE PREPAREDNESS
Customize Your Weather.gov
Protect Yourself
Air quality impacts your health
WILDFIRE SAFETY
OUTDOOR HEAT SAFETY
AIR QUALITY
weather.gov

Weather Underground: Local Weather Forecast, News and Conditions

Weather Underground provides local & long-range weather forecasts, weather reports, maps & tropical weather con...

wunderground.com

National Weather Service

Severe Storms and Flooding Expected in the Mississippi Valley · ACTIVE ALERTS · FORECAST MAPS · RADAR · RI...

weather.gov

Top 7 Best Free Weather Websites (for Weather Data) | RapidAPI

Sep 14, 2020 ... Best Free Weather Information Websites · 1. National Weather Service · 2. Weather Underground · 3...

rapidapi.com

Show Google Results

Severe Storms and Flooding Expected in the Mississippi Valley

Scattered strong to severe thunderstorms are expected across the Upper and Mid Mississippi Valley on Sunday, basically from Wisconsin to Missouri. These thunderstorms will also contain heavy rain that may result in flash flooding. There are a few other locations across the U.S. that may see heavy rain with possible flash flooding from northern New England, northern Rockies and Desert Southwest. Read More >

FIGURE 11-4

TIP

Siri now supports many languages for translation, so you can finally show off those language lessons you took in high school. Some languages supported for translation include Chinese, Dutch, English, French, German, Italian, Spanish, Arabic, Danish, Finnish, Hebrew, Japanese, and Korean. However, Siri can speak to you only in English, French, German, Swedish, Danish, Norwegian, Finnish, Spanish, Mandarin Chinese, and Japanese when providing the results of inquiries.

Get Suggestions

Siri anticipates your needs by making suggestions when you swipe from left to right on the initial Home screen and tap in the search field at the top of the screen. Siri will list contacts you've communicated with recently, apps you've used, and nearby businesses, such as restaurants, gas stations, and coffee spots. If you tap an app in the suggestions, it will open and display the last viewed or listened to item.

Additionally, Siri lists news stories that may be of interest to you based on items you've viewed before.

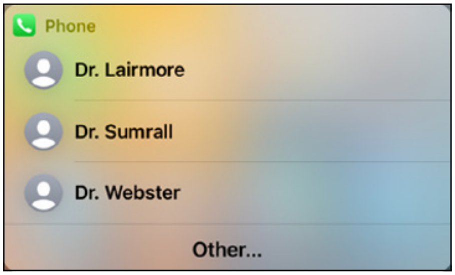
Call Contacts

First, make sure that the person you want to call is entered in your Contacts app and include that person's phone number in their record. If you want to call somebody by stating your relationship, such as "Call sister," be sure to enter that relationship in the Add Related Name field in your sister's contact record. Also make sure that the settings for Siri (refer to Figure 11-2) include your own contact name in the My Information field. (See Chapter 7 for more about creating contact records.)

Follow these steps to call a contact:

1. Press and hold down on the Home button or side button (or say "Hey Siri," if you're using that feature) until Siri appears.
2. Speak a command, such as "Call Harold Smith," "Return Joe's call," or "Call Mom." If you want to make a FaceTime call, you can say "FaceTime Mom."
3. If you have two contacts who might match a spoken name, tap one in the list that Siri provides, as shown in **Figure 11-5**, or state the correct contact's name to proceed.

   The call is placed.



Phone

Dr. Lairmore

Dr. Sumrall

Dr. Webster

Other...

FIGURE 11-5

4. To end the call before it completes, press the Home button (side button for iPhone models without a Home button), or tap the end call button (white phone in the red circle).

TIP

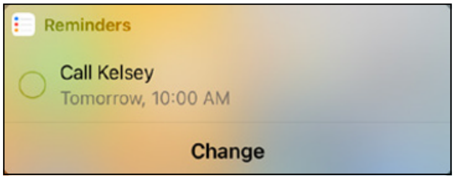
To cancel any spoken request, you have three options: Say "Cancel," tap the Siri icon (swirling bands of light) on the Siri screen, or press and release the Home or side button (depending on your iPhone model). If you're using a headset or Bluetooth device, tap the end call icon on the device (refer to your device's documentation).

Create Reminders and Alerts

You can also use Siri with the Reminders app:

1. To create a reminder or alert, press and hold down on the Home button or the side button (if your iPhone doesn't have a Home button) and then speak a command, such as "Remind me to call Kelsey tomorrow at 10 a.m." or "Wake me up Thursday at 6:15 a.m."

   A preview of the reminder or alert is displayed, as shown in **Figure 11-6**.
2. If you change your mind, tell Siri "Cancel" or "Remove."
3. If you want a reminder ahead of the event that you created, activate Siri and speak a command, such as "Remind me tonight about the play on Thursday at 8 p.m." A second reminder is created, which you can confirm or cancel if you change your mind.



Reminders

Call Kelsey

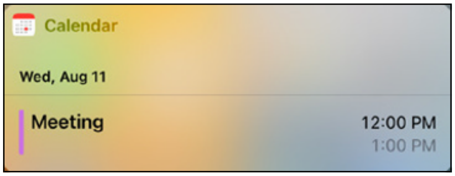
Tomorrow, 10:00 AM

Change

FIGURE 11-6

Add Events to Your Calendar

You can also set up events on your Calendar using Siri. Press and hold down on the Home button or the side button (for iPhone models without a Home button) and then speak a phrase, such as "Set up a meeting for 12 p.m. tomorrow." Siri sets up the appointment (see **Figure 11-7**) and informs you that you can let it know if you'd like to make any changes.



Calendar

Wed, Aug 11

Meeting 12:00 PM 1:00 PM

FIGURE 11-7

Play Music

You can use Siri to play music from the Music app.

1. Press and hold down on the Home button or the side button (iPhone models without a Home button) until Siri appears.
2. To play music, speak a command, such as "Play music" or "Play Jazz radio station" to play a specific song, album, or radio station, as shown in **Figure 11-8**.

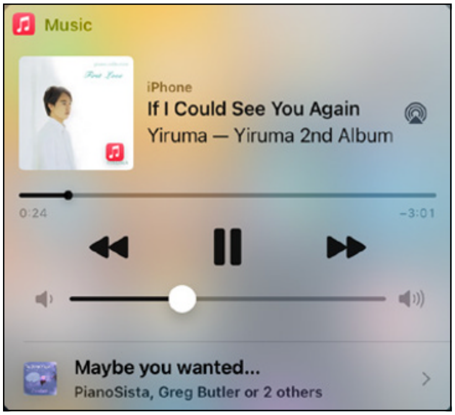

Music
iPhone
If I Could See You Again
Yiruma — Yiruma 2nd Album
0:24
-3:01
Maybe you wanted...
PianoSista, Greg Butler or 2 others

FIGURE 11-8

Apple has integrated Siri into Shazam, a music identifier app, to identify music. To use this integration:

1. When you're near an audio source playing music, press and hold down on the Home button or the side button (iPhone models without a Home button) to activate Siri.
2. Ask Siri a question, such as "What music is playing?" or "What's this song?"
3. Siri listens for a bit and, if Siri recognizes the song, it shows you the song name, artist, any other available information, and gives you the opportunity to purchase the music in the iTunes Store.

TIP

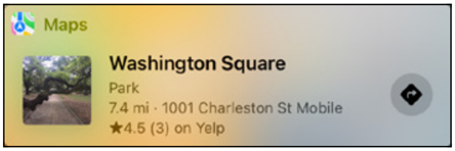
If you're listening to music or a podcast with earphones plugged in or connected wirelessly, and you stop midstream, the next time you plug in or wirelessly connect earphones, Siri recognizes that you might want to continue with the same item.

Get Directions

You can use the Maps app and Siri to find your current location, get directions, find nearby businesses (such as restaurants or a bank), or get a map of another location. Be sure to turn on Location Services to allow Siri to know your current location. Go to Settings and tap Privacy➪Location Services; make sure the Location Services toggle is switched on (green). Scroll farther down this same page, tap Siri & Dictation, tap While Using the App, and toggle the Precise Location switch on.

Here are some of the commands you can try to get directions or a list of nearby businesses:

- **"Where am I?"** displays a map of your current location.
- **"Where is Washington Square?"** displays a map of that park's location, as shown in **Figure 11-9**.
- **"Find pizza restaurants."** displays a list of restaurants near your current location. Tap one to display a map of its location.
- **"Find PNC Bank."** displays a map with the location of the indicated business (or in some cases, several nearby locations, such as a bank branch and all ATMs).
- **"Get directions to the Empire State Building."** loads a map with a route drawn and provides a narration of directions to the site from your current location.



Maps

Washington Square

Park

7.4 mi · 1001 Charleston St Mobile

★4.5 (3) on Yelp

FIGURE 11-9

TIP

After a location is displayed on a map, tap the circled *i*–in a circle (information) button on the location's label to view its address, phone number, and website address, if available.

Ask for Facts

Siri uses numerous information sources, such as Wolfram|Alpha, Wikipedia, and Bing, to look up facts in response to questions. For example, you can ask, “What is the capital of Kansas?”, “What is the square root of 2,300?”, or “How large is Mars?” Just press and hold down on the Home button or the side button (if your iPhone doesn’t have a Home button) and ask your question; Siri consults its resources and returns a set of relevant facts.

You can also get information about other things, such as the weather, stocks, or a scientific fact. Just say a phrase like one of these to get what you need:

- **“What is the weather?”** displays the weather report for your current location. If you want weather in another location, just specify the location in your question.
- **“What is the price of Apple stock?”** gets you the current price of the stock or the price of the stock when the stock market last closed.
- **“How hot is the sun?”** results in Siri telling you the temperature of the sun, in various unit conversions.

Search the Web

Although Siri can use its resources to respond to specific requests, such as “Who is the Queen of England?”, more general requests for information will cause Siri to search further on the web. Siri can also search Twitter for comments related to your search.

For example, if you speak a phrase, such as “Find a website about birds” or “Find information about the World Series,” Siri can respond in a couple of ways. The app can simply display a list of search results by using the default search engine specified in your settings for

Safari. Or Siri can suggest, "If you like, I can search the web for such and such." In the first instance, just tap a result to go to that website. In the second, confirm that you want to search the web or cancel.

Send Email, Messages, or Tweets

You can create an email or an instant message by using Siri and existing contacts. For example, if you say, "Email Porter," a form opens already addressed to that stored contact. Siri asks for a subject and then a message. Speak your message contents and then say, "Send" to speed your message on its way.

Siri also works with messaging apps, such as Messages. If you have the Messages app open and you say, "Tell Devyn I'll call soon," Siri creates a message for you to approve and send.

Use Dictation

Text entry isn't Siri's strong point, but it's improving. Instead, you can use the dictation icon on the onscreen keyboard to speak text rather than type it. This feature is called Dictation.

1. Go to any app where you enter text, such as Notes or Mail, and tap in the document or form.

   The onscreen keyboard appears.

2. Tap the Dictation icon (microphone) in the lower right on the keyboard and speak your text.
3. To end the dictation, tap Done in the upper right.

TIP

When you finish speaking text, you can use the keyboard to make edits to the text Siri entered, although as voice recognition programs go, Dictation is pretty darn accurate. If a word sports a blue underline, which means there may be an error, you can tap to select the word and edit it.

3

Exploring the Internet and Apps

IN THIS PART . . .

Surfing the web

Sending and receiving email

Finding and managing apps

Participating in social media

IN THIS CHAPTER

- » Connect to the internet
- » Navigate web pages and tabs
- » Organize your searches with tab groups
- » View history and search the web
- » Use bookmarks
- » Download files
- » Translate web pages

Chapter 12

Browsing with Safari

After you're online, Safari, a built-in web browser (software that helps you navigate the internet), is your ticket to a massive world of information, entertainment, education, and more. Safari will look familiar to you if you've used a web browser on a PC or Mac computer, though the way you move around using the iPhone touchscreen may be new. If you've never used Safari, don't worry because I take you by the hand and show you all the basics of making it work for you.

In this chapter, you see how to go online with your iPhone, navigate among web pages, and use iCloud tabs to share your browsing experience between devices. Along the way, you place a bookmark for a favorite site and create a tab group, a feature new to Safari for iOS 15. You can also view your browsing history, edit bookmarks, save online images to the Photos app, search the web, or email or tweet a link to a friend. Finally, you explore how to translate web pages so you can read what's going on around the world, even if you may not speak the language.

Connect to the Internet

How you connect to the internet depends on which types of connections are available:

- You can connect to the internet via a Wi-Fi network. You set up this type of network in your home by using your computer and equipment from your internet provider. You can also connect over public Wi-Fi networks, or hotspots.

  You might be surprised to discover how many hotspots your town or city has. Look for internet cafés, coffee shops, hotels, libraries, and transportation centers (such as airports or bus stations). Many of these businesses display signs alerting you to their free Wi-Fi.
- You can use the paid data network provided by AT&T, Sprint, T-Mobile, Verizon, or most any other cellular provider, to connect from just about anywhere you can get cellphone coverage through a cellular network.

To enable cellular data, tap Settings and then Cellular. Tap to toggle the Cellular Data switch on (green).

WARNING

Browsing the internet using a cellular connection can eat up your data plan allotment quickly if your plan doesn't include unlimited data access. If you think you'll often use the internet with your iPhone away from a Wi-Fi connection, double-check your data allotment with your cellular provider or consider getting an unlimited data plan.

To connect to a Wi-Fi network, you have to complete a few steps:

1. Tap Settings on the Home screen and then tap Wi-Fi.
2. Be sure that Wi-Fi is on (green) and then choose a network to connect to by tapping it.

   TECHNICAL STUFF

   Network names should appear automatically when you're in their range. When you're in range of a public hotspot or if access to several nearby networks is available, you may see a message asking you to tap a network name to select it. After you select a network you may see a message asking for your password. Ask the owner of the hotspot (for example, a hotel desk clerk or business owner) for this password, or enter your own network password if you're connecting to your home network.

TIP

Free public Wi-Fi networks usually don't require passwords, or the password is posted prominently for all to see. (If you can't find the password, don't be shy about asking someone.)

3. Tap the Join button when prompted.

   You're connected! Your iPhone will now recognize the network and you can connect to it again later without entering the password.

WARNING

After you connect to public Wi-Fi, someone else could possibly track your online activities because these are unsecured networks. When connected to a public hotspot, avoid accessing financial accounts, making online purchases, or sending emails containing sensitive information.

Explore Safari

Safari is iPhone's default web browsing app.

TIP

This is not the Safari of old. If you're familiar with versions of Safari prior to this one, enough has changed in iOS 15 to warrant your time perusing this chapter.

TIP

You can change your iPhone's default browser from Safari to another you've downloaded. Go to Settings, find and tap the name of the browser you want to use, tap Default Browser App, and then tap the name of the browser you want to use as default.

1. After you're connected to a network, tap the Safari icon, which is on the dock at the bottom of the Home screen.

   Safari opens, possibly displaying the Apple iPhone Home page the first time you go online (see **Figure 12-1**).

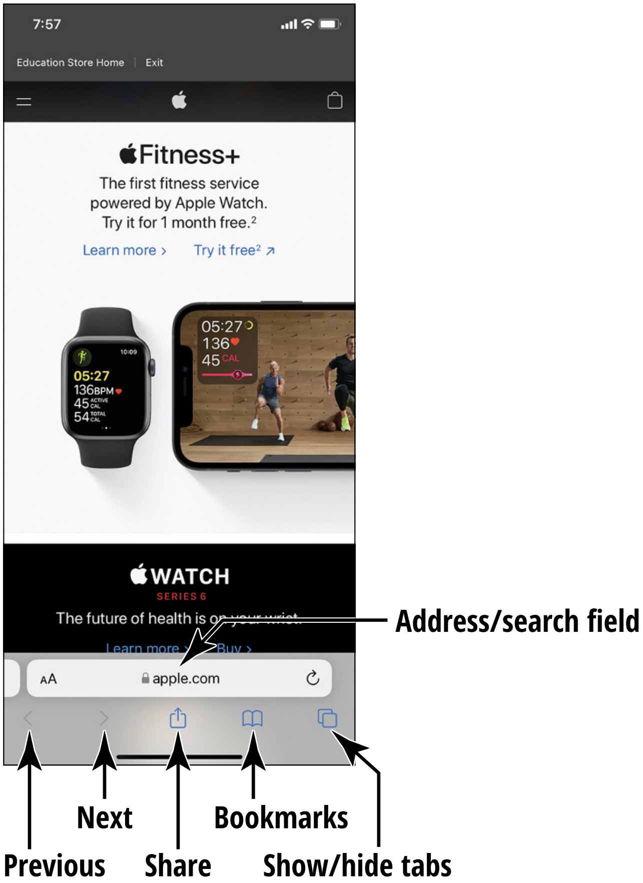

Address/search field
Next
Bookmarks
Previous
Share
Show/hide tabs

FIGURE 12-1

2. Hold down two fingers together on the screen and spread them apart to expand the view (also known as zooming in). Hold down your fingers on the screen about an inch or so apart and quickly bring them together to zoom back out.

   You can also double-tap the screen with a single finger to restore the default view size. (If you tap a link, though, your gesture will just open that link.)

TIP

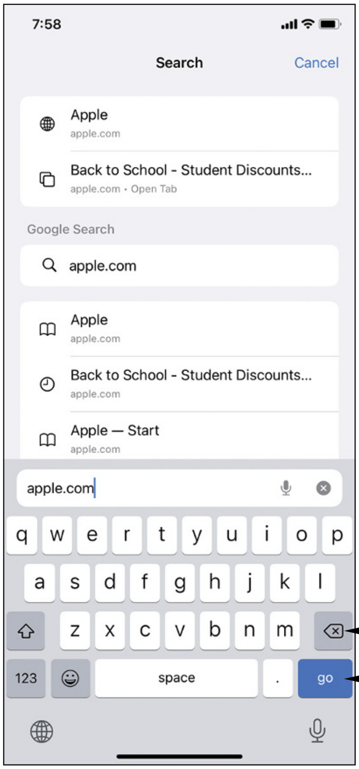
Using your fingers on the screen to enlarge or reduce the size of a web page allows you to view the screen at various sizes, giving you more flexibility than the double-tap method.

3. Put your finger on the screen and flick upward to scroll down on the page.
4. To return to the top of the web page, put your finger on the screen and drag downward or tap the status bar at the very top of the screen.

Navigate Web Pages

Here are some basic steps to give you a feel for getting around various websites:

1. Tap in the address field near the bottom of the screen. The onscreen keyboard appears, as shown in **Figure 12-2**.


7:58
Search
Cancel
Apple
apple.com
Back to School - Student Discounts...
apple.com · Open Tab
Google Search
apple.com
Apple
apple.com
Back to School - Student Discounts...
apple.com
Apple — Start
apple.com
apple.com
q w e r t y u i o p
a s d f g h j k l
z x c v b n m
123
space
.
go

Delete

Go

FIGURE 12-2

2. Enter a web address, such as `www.dummies.com`.

   TIP

   By default, autofill is turned on in iPhone, so entries you make in fields, such as the address and password fields, automatically display possible matching entries. You can turn off autofill for your contact and credit card information by going to Settings ➪ Safari ➪ AutoFill, and toggling the switch off for one or both items. You can turn off autofill for passwords by going to Settings ➪ Passwords and toggling the AutoFill Passwords switch off.

3. Tap the Go key on the keyboard to display the website.

   - If a page isn't displayed properly, tap the reload icon (circular arrow), at the right end of the address field.
   - If Safari is loading a web page and you change your mind about viewing the page, you can stop loading the page. Just tap the cancel icon (X), at the right end of the address field.

4. Tap the previous icon (<) at the bottom of the screen to go to the last page you displayed.

5. Tap the next icon (>) at the bottom of the screen to go forward to the page you just backed up from.

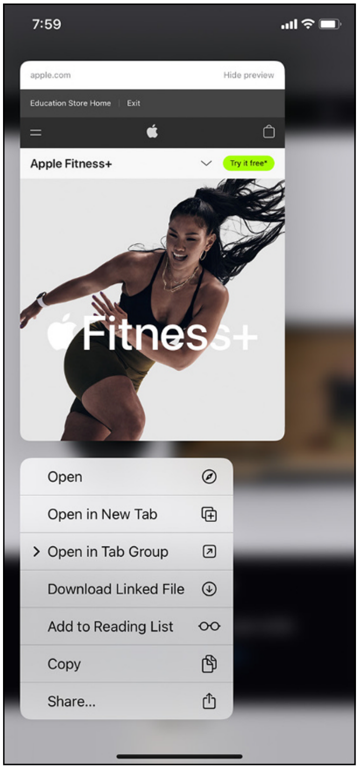
6. To follow a link to another web page (links are typically indicated by colored text or graphics), tap the link with your finger.

   TIP

   To view the destination web address of the link before you tap it, just touch and hold down on the link. A menu appears, along with the address at the top and a preview of the site, as shown in **Figure 12-3**.

TIP

Apple QuickType supports predictive text in the onscreen keyboard. This feature adds the capability for iPhone to spot what you probably intend to type from text you've already entered and suggests it to save you time typing.



7:59
apple.com
Hide preview
Education Store Home
Exit
Apple Fitness+
Try it free*
Fitness+
Open
Open in New Tab
Open in Tab Group
Download Linked File
Add to Reading List
Copy
Share...

FIGURE 12-3

Use Tabbed Browsing

Tabbed browsing enables you to have several websites open at one time so that you can move easily among those sites.

1. With Safari open and a web page already displaying, tap the show/hide tabs icon in the bottom-right corner (refer to Figure 12-1).

   The new tab view appears.

   TIP

   If you don't see the show/hide tabs icon at the bottom of the screen, just swipe down on the screen and it will reappear.

2. To add a new page (meaning that you're opening a new website), tap the new page icon (+) in the lower left of your iPhone's screen.

   A page with your favorite sites and an address field appears, like the one in **Figure 12-4**.

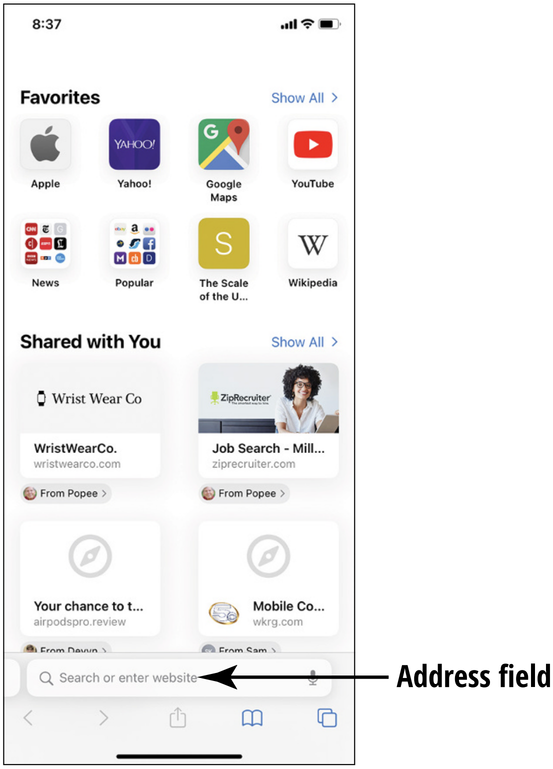

8:37
Favorites
Show All >
Apple
Yahoo!
Google Maps
YouTube
News
Popular
The Scale of the U...
Wikipedia
Shared with You
Show All >
Wrist Wear Co
WristWearCo.
wristwearco.com
From Popee >
Job Search - Mill...
ziprecruiter.com
From Popee >
Your chance to t...
airpodspro.review
Mobile Co...
wkrg.com
From Devyn >
From Sam >
Search or enter website
Address field

FIGURE 12-4

TIP

You can get to the same new page by simply tapping in the address field on any site.

3. Tap in the address field and use the onscreen keyboard to enter the web address for the website you want to open. Then tap the Go key, and the website opens on the page.

TIP

4. Repeat Steps 1 to 3 to open as many new web pages as you'd like.
5. Switch among open sites by tapping outside the keyboard to close it and then tapping the show/hide tabs icon and scrolling among recent sites by swiping up or down. Find the one you want and then tap to open it.

TIP

You can easily rearrange sites in the tabs window. Just tap and hold down on the tab you want to move and drag it up or down the list until it's in the spot you want. (The other sites in the window politely move to make room.) To drop it in the new location, simply remove your finger from the screen.

6. To delete a tab, tap the show/hide tabs icon, scroll to locate the tab, and then tap the close icon (X) in the upper-right corner of the tab.

   The close icon may be difficult to see on some sites, but trust me, it's there).

Organize with Tab Groups

The new tab groups feature in iOS 15 enables you to keep similar tabs together so that they're easier to organize and find. This feature is especially helpful if you're someone who likes to keep a million tabs open at once; tab groups keep you from having to swipe until your fingers bleed to find the site tab you're looking for.

1. With Safari open, tap the show/hide tabs icon in the bottom-right corner (refer to Figure 12-1).
2. In the lower-middle of the screen, tap *x* Tabs, where *x* represents the number of open tabs.

   Figure 12-5 shows that I have ten open tabs in Safari.

3. In the Tab Groups window that appears (see **Figure 12-6**), you can do any of the following:
   - Tap a group to open it.
   - To create a new group, tap New Empty Tab Group. You'll be prompted to give it a descriptive name (like Food in Figure 12-6).
   - To create a tab group from the tabs you currently have open, tap New Tab Group from *x* Tabs. Again, give the new group a descriptive name to help you stay organized.
   - Tap Done when you're finished.

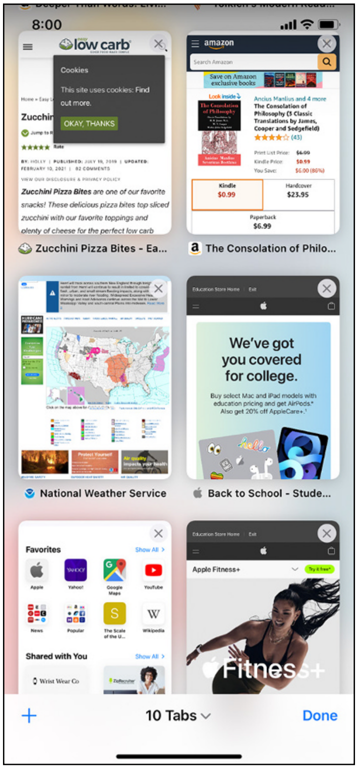

Zucchini Pizza Bites - Ea...
The Consolation of Philo...
National Weather Service
Back to School - Stude...
10 Tabs
Done

FIGURE 12-5

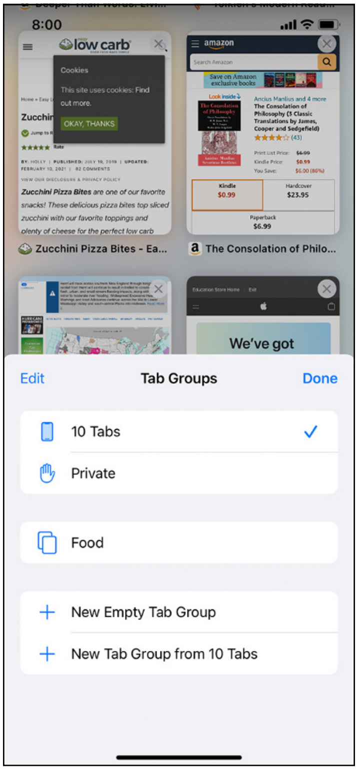

Edit
Tab Groups
Done
10 Tabs
Private
Food
New Empty Tab Group
New Tab Group from 10 Tabs

FIGURE 12-6

4. To move a site to a tab group:
   a. Tap and hold down on the link for the site at the bottom of the screen until a menu opens.
   b. Tap the Move to Tab Group option.
   c. Tap the name of the group you want to move the site to (see **Figure 12-7**) and it will join that tab group (see **Figure 12-8**).

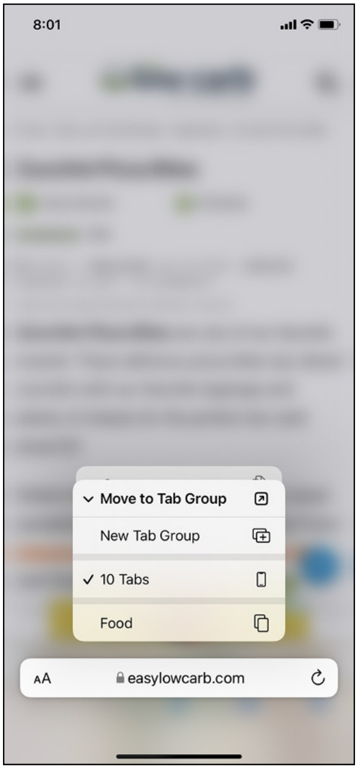

8:01
Move to Tab Group
New Tab Group
✓ 10 Tabs
Food
AA
easylowcarb.com

FIGURE 12-7

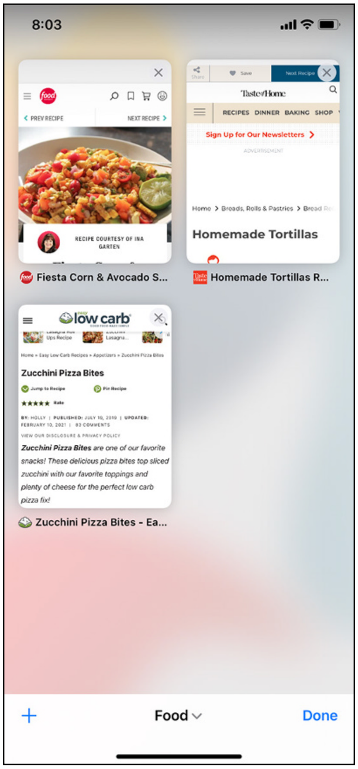

8:03
Homemade Tortillas
Fiesta Corn & Avocado S...
Homemade Tortillas R...
low carb
Zucchini Pizza Bites
Zucchini Pizza Bites - Ea...
+
Food
Done

FIGURE 12-8

View Browsing History

As you move around the web, your browser keeps a record of your browsing history. This record can be handy when you want to visit a site you viewed previously but whose address you've now forgotten, or if you accidentally close a site and want to quickly reopen it.

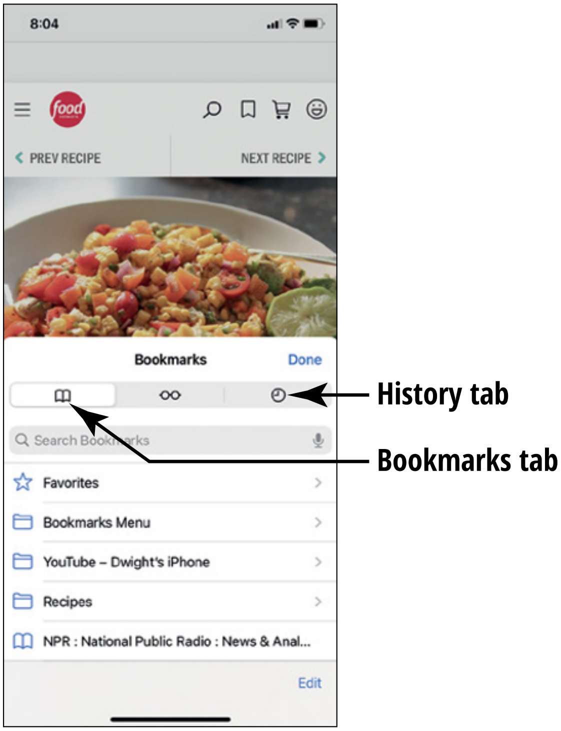
1. With Safari open, tap the bookmarks icon (refer to Figure 12-1).

   TIP

   After you master the use of the bookmarks icon options, you might prefer a shortcut to view your browsing history. Tap and hold down on the previous icon (<) at the bottom left on any screen, and your browsing history for the current tab appears. You can also tap and hold down on the next icon (>) to look at sites you backtracked from.

2. On the menu shown in **Figure 12-9**, tap the History tab (clock).

3. In the history list that appears (see **Figure 12-10**), tap a site to navigate to it. Tap Done to leave History and return to browsing.


8:04
food
PREV RECIPE
NEXT RECIPE
Bookmarks
Done
Search Bookmarks
Favorites
Bookmarks Menu
YouTube – Dwight's iPhone
Recipes
NPR : National Public Radio : News & Anal...
Edit

History tab

Bookmarks tab

FIGURE 12-9

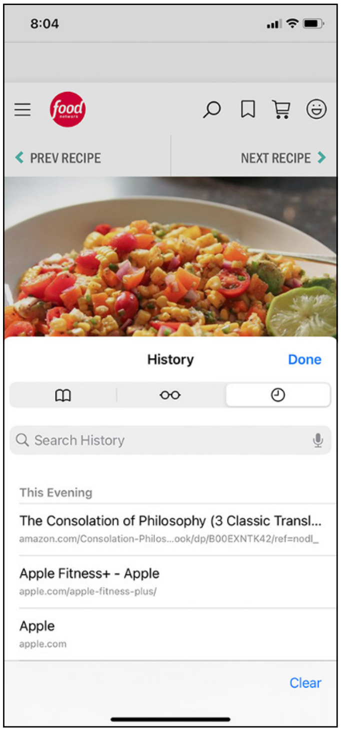

8:04
food
PREV RECIPE
NEXT RECIPE
History
Done
Search History
This Evening
The Consolation of Philosophy (3 Classic Transl...
amazon.com/Consolation-Philos...ook/dp/B00EXNTK42/ref=nodl_
Apple Fitness+ - Apple
apple.com/apple-fitness-plus/
Apple
apple.com
Clear

FIGURE 12-10

TIP

To clear your history, tap the Clear button (refer to Figure 12-10). On the screen that appears, tap The Last Hour, Today, Today and Yesterday, or All Time. The Clear button is useful when you don't want your spouse or grandchildren to see where you've been browsing for anniversary, birthday, or holiday presents!

Search the Web

If you don't know the address of the site you want to visit (or you want to research a topic or find other information online), get acquainted with Safari's search feature on iPhone. By default, Safari uses the Google search engine.

1. With Safari open, tap the address field (refer to Figure 12-1). The onscreen keyboard appears.

TIP

To change your default search engine from Google to Yahoo!, Bing, DuckDuckGo, or Ecosia, tap Settings, tap Safari, and then tap Search Engine. Tap Yahoo!, Bing, DuckDuckGo, or Ecosia, and your default search engine changes.

2. Begin entering a search term.

   With recent versions of Safari, the search term can be a topic or a web address because of what's called the unified smart search field.

3. Tap one of the suggested sites or complete your entry and tap the Go key (see **Figure 12-11**) on your keyboard.
4. In the search results that are displayed, tap a link to visit that site.

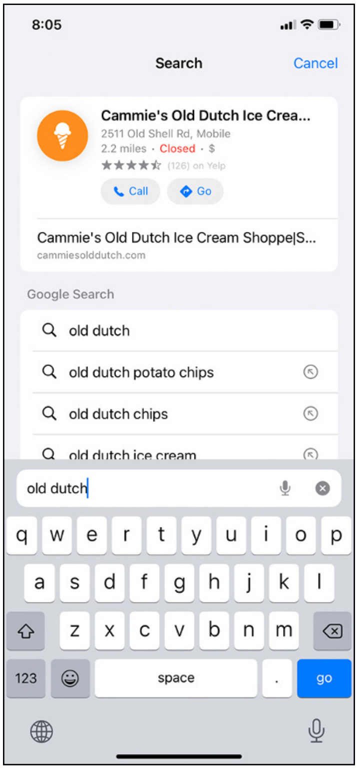

8:05
Search
Cancel
Cammie's Old Dutch Ice Crea...
2511 Old Shell Rd, Mobile
2.2 miles · Closed · $
(126) on Yelp
Call
Go
Cammie's Old Dutch Ice Cream Shoppe|S...
cammiesolddutch.com
Google Search
old dutch
old dutch potato chips
old dutch chips
old dutch ice cream
old dutch
q w e r t y u i o p
a s d f g h j k l
z x c v b n m
123
space
.
go

FIGURE 12-11

Add and Use Bookmarks

Bookmarks are a way to save favorite sites so that you can easily visit them again.

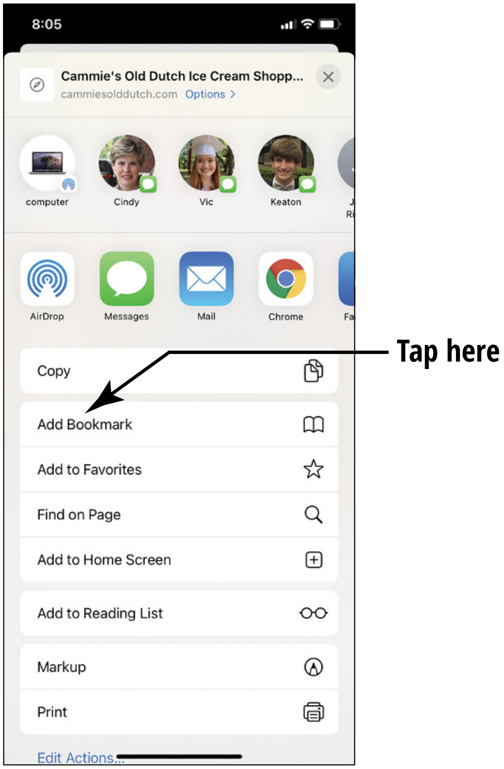
1. With a site open that you want to bookmark, tap the share icon upward-pointing arrow in a box) at the bottom of the screen.

   TIP

   If you want to sync your bookmarks on your iPhone browser, go to Settings on iPhone and make sure that iCloud is set to sync with Safari. To do so, go to Settings ➪ Apple ID ➪ iCloud, and make sure the Safari switch is set on (green).

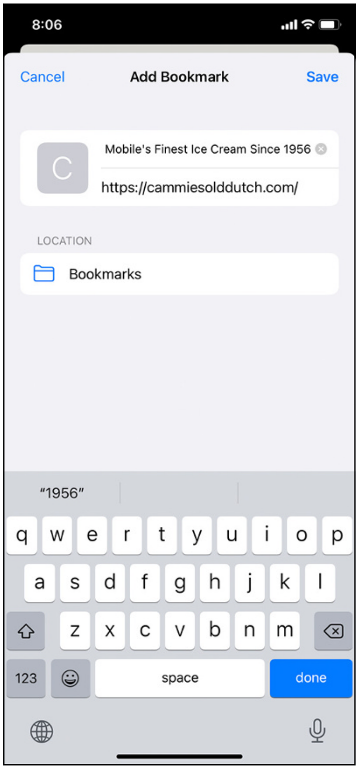
2. On the menu that appears (see **Figure 12-12**), tap Add Bookmark. (You may need to swipe up the page to see it.)

   The Add Bookmark screen appears, as shown in **Figure 12-13**.


8:05
Cammie's Old Dutch Ice Cream Shopp...
cammiesolddutch.com Options >
computer
Cindy
Vic
Keaton
AirDrop
Messages
Mail
Chrome
Copy
Add Bookmark
Add to Favorites
Find on Page
Add to Home Screen
Add to Reading List
Markup
Print
Edit Actions...

Tap here

FIGURE 12-12


8:06
Cancel
Add Bookmark
Save
LOCATION
Bookmarks
"1956"
q w e r t y u i o p
a s d f g h j k l
z x c v b n m
123
space
done

Mobile's Finest Ice Cream Since 1956

https://cammiesolddutch.com/

FIGURE 12-13

3. You can edit the bookmark name by tapping it and using the onscreen keyboard.
4. Tap the Save button in the upper-right corner.

   The item is saved to your favorites by default; to save to another location, tap Favorites (or whatever is listed in the Location section of the Add Bookmark dialog) and choose the desired location from the list.
5. To go to the bookmark, tap the Bookmarks tab (refer to Figure 12-9). On the Bookmarks menu that appears, tap the bookmarked site that you want to visit. If you saved the site to a folder, tap the folder first to open it.

TIP

When you tap the bookmarks icon, you can tap Edit in the lower-right corner and then use the New Folder option (in the lower-left corner) to create folders to organize your bookmarks or folders. When you next add a bookmark, you can then choose, from the dialog that appears, any folder to which you want to add the new bookmark.

TIP

You can reorder your bookmarks easily. Tap the bookmarks icon, tap the Edit button, and find the bookmark you want to rearrange. Tap and hold down on the three parallel lines to the right of the bookmark, and then drag it up or down the list (other bookmarks will kindly move out of the way as you go), releasing it once you get to the place you'd like it to reside. You can also delete bookmarks from the same screen by tapping the red circle to the left of a bookmark and then tapping the red Delete button that appears to the right.

Download Files

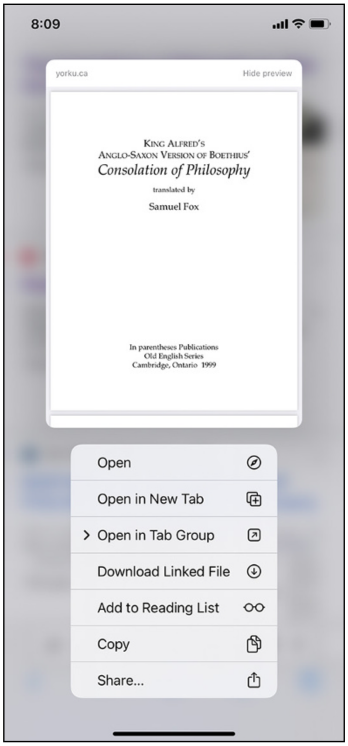
Download Manager for Safari helps you efficiently download files from websites and store them to a location of your choosing. You can opt to store downloaded files on your iPhone or in iCloud.

TIP

Set the default download location for files you download in Safari. Go to Settings ➪ Safari ➪ Downloads and tap the location you want to use.

1. Open a site in Safari that contains a file you'd like to download.
2. Tap and hold down on the link for the file until the menu shown in **Figure 12-14** appears.
3. Tap the Download Linked File option to download the file to your iPhone, to iCloud, or to another destination.

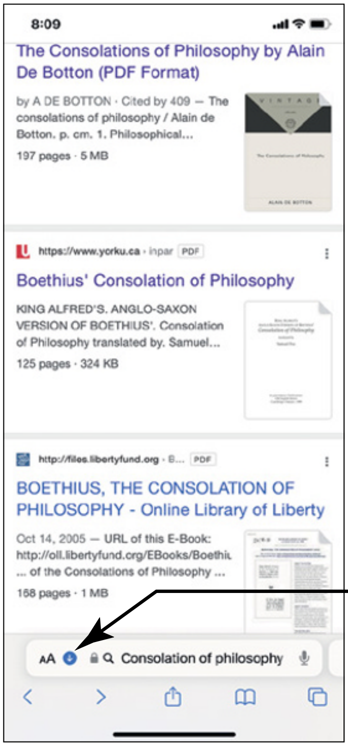
   The downloads icon (downward-pointing arrow) appears to the left of the address field at the bottom of the screen, as shown in **Figure 12-15**.
4. Tap the downloads icon to see the progress of the download.
5. When the download is finished, tap it in the Download Manager menu to open it, or tap the magnifying glass to see where the file is stored.


8:09
yorku.ca
Hide preview
Open
Open in New Tab
Open in Tab Group
Download Linked File
Add to Reading List
Copy
Share...

King Alfred's
Anglo-Saxon Version of Boethius'
Consolation of Philosophy
translated by
Samuel Fox

In parentheses Publications
Old English Series
Cambridge, Ontario 1999

FIGURE 12-14


8:09
Downloads icon
AA
Consolation of philosophy

The Consolations of Philosophy by Alain De Botton (PDF Format)

by A DE BOTTON · Cited by 409 — The consolations of philosophy / Alain de Botton. p. cm. 1. Philosophical...

197 pages · 5 MB

https://www.yorku.ca › inpar PDF

Boethius' Consolation of Philosophy

KING ALFRED'S. ANGLO-SAXON VERSION OF BOETHIUS'. Consolation of Philosophy translated by. Samuel...

125 pages · 324 KB

http://files.libertyfund.org › B... PDF

BOETHIUS, THE CONSOLATION OF PHILOSOPHY - Online Library of Liberty

Oct 14, 2005 — URL of this E-Book: http://oll.libertyfund.org/EBooks/Boethiu ... of the Consolations of Philosophy ...

168 pages · 1 MB

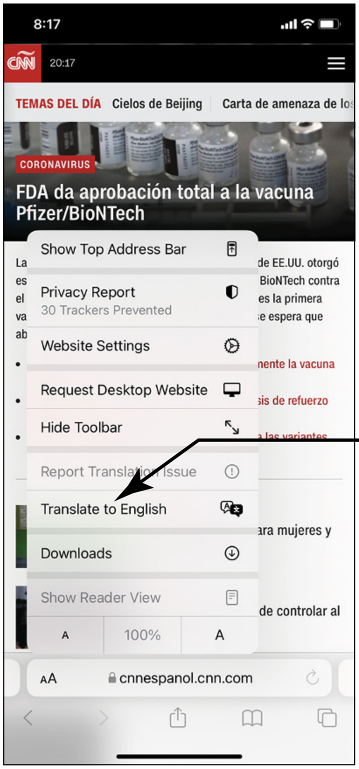
FIGURE 12-15

Translate Web Pages

iOS 14 introduced a great new trick: web page translation! Visit a compatible web page and Safari can translate it into several languages (with more sure to come): English, Spanish, Brazilian Portuguese, Simplified Chinese, German, Russian, and French.

1. Open a site in Safari that's in a language you'd like to translate.
2. Tap ᴀA in the URL field (see **Figure 12-16**), and then tap the Translate To option. If you don't see this option, Safari is unable to translate the site.

   The page is translated into the language you selected.


8:17
CNN
20:17
TEMAS DEL DÍA
Cielos de Beijing
Carta de amenaza de lo
CORONAVIRUS
FDA da aprobación total a la vacuna Pfizer/BioNTech
Show Top Address Bar
Privacy Report
30 Trackers Prevented
Website Settings
Request Desktop Website
Hide Toolbar
Report Translation Issue
Translate to English
Downloads
Show Reader View
A
100%
A
ᴀA
cnnespanol.cnn.com

Tap here

FIGURE 12-16

IN THIS CHAPTER

- » Add an email account
- » Read, reply to, or forward email
- » Create, format, and send emails
- » Search email
- » Mark or flag email
- » Create events with email contents
- » Delete and organize email
- » Create a VIP list

Chapter 13

Working with Email in the Mail App

Staying in touch with others by email is a great way to use your iPhone. You can access an existing account using the handy Mail app on your iPhone supplied with iOS 15 or sign in to your email account using the Safari browser. In this chapter, we take a look at using Mail, which involves adding an existing email account. Then you can use Mail to write, format, retrieve, and forward messages from that account, right from your iPhone.

Mail offers the capability to mark the messages you've read, delete messages, and organize your messages in a small set of folders, as well as use a handy search feature. You can create a VIP list so that you're notified when that special person sends you an email.

In this chapter, you familiarize yourself with the Mail app and its various features.

Add an Email Account

You can add one or more email accounts, including the email account associated with your iCloud account, using your iPhone's Settings app. If you have an iCloud, Microsoft Exchange (often used for business accounts), Gmail, Yahoo!, AOL, or Outlook.com (this includes Microsoft accounts from Live, Hotmail, and so on) account, iPhone pretty much automates the setup.

TIP

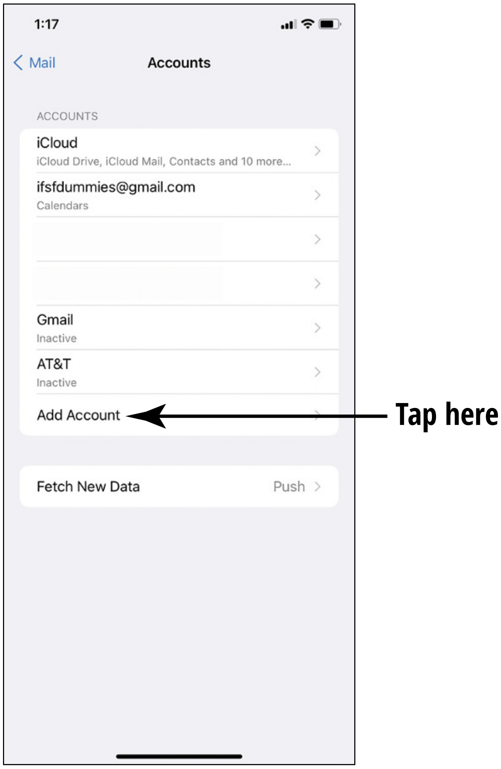
If you have an iCloud account and have signed in to it already, your iCloud email account will already be set up for you in Mail.

TIP

If this is the first time you're adding an account, and if you need to add only one, save yourself a few taps; just open Mail and begin from Step 4.

1. To set up iPhone to retrieve messages from your email account at one of these popular providers, first tap the Settings icon on the Home screen.
2. In Settings, tap Mail, and then Accounts. The screen shown in **Figure 13-1** appears.
3. Tap Add Account and the options shown in **Figure 13-2** appear.
4. Tap iCloud, Microsoft Exchange, Google, Yahoo!, AOL, or Outlook.com. Enter your account information in the form that appears and follow any instructions to complete the process.

   Each service is slightly different, but none are complicated. If you have a different email service than these, skip to the next section, "Manually Set Up an Email Account."



1:17

Mail Accounts

ACCOUNTS

iCloud
iCloud Drive, iCloud Mail, Contacts and 10 more...

ifsfdummies@gmail.com
Calendars

Gmail
Inactive

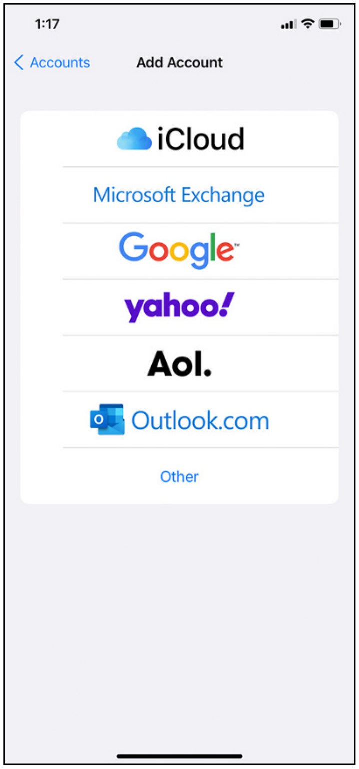
AT&T
Inactive

Add Account

Fetch New Data Push

Tap here

FIGURE 13-1



1:17

Accounts Add Account

iCloud

Microsoft Exchange

Google

yahoo!

Aol.

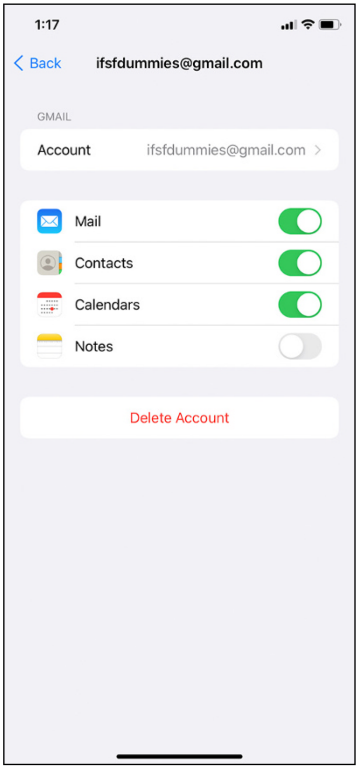
Outlook.com

Other

FIGURE 13-2

5. After your iPhone takes a moment to verify your account information, on the next screen (see **Figure 13-3**), you can tap any on/off switch to have services from that account synced with your iPhone.
6. When you're done, tap Save in the upper-right corner of the screen.

   The account is saved, and you can now open it using Mail.



Account ifsfdummies@gmail.com

Mail ●
Contacts ●
Calendars ●
Notes ○

FIGURE 13-3

Manually Set Up an Email Account

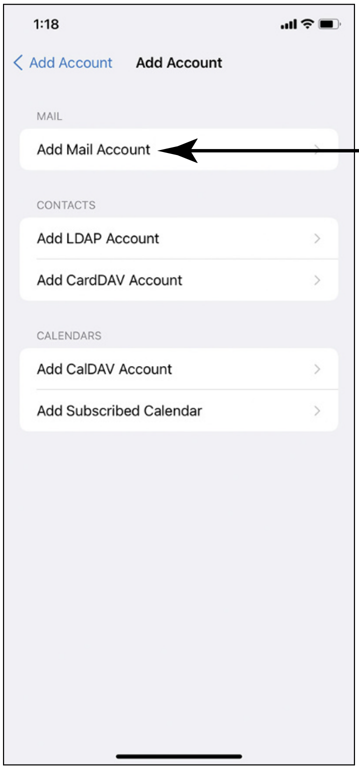
You can also set up most popular email accounts, such as those available through Earthlink or a cable provider's service, by obtaining the host name from the provider. To set up an existing account with a provider other than iCloud (Apple), Microsoft Exchange, Gmail (Google), Yahoo!, AOL, or Outlook.com, you enter the account settings yourself.

TIP

If this is the first time you're adding an account and you need to add only one, just open Mail and begin from Step 3.

1. Tap the Settings icon on the Home screen.
2. In Settings, tap Mail, tap Accounts, and then tap the Add Account button (refer to Figure 13-1).

3. On the screen that appears (refer to Figure 13-2), tap Other.
4. On the screen shown in **Figure 13-4**, tap Add Mail Account.


1:18
Add Account
Add Account
MAIL
Add Mail Account
CONTACTS
Add LDAP Account
Add CardDAV Account
CALENDARS
Add CalDAV Account
Add Subscribed Calendar

Tap here

FIGURE 13-4

5. In the form that appears, enter your name and an account email address, a password, and a description, and then tap Next.

   iPhone takes a moment to verify your account, and then returns to the Passwords & Accounts page, with your new account displayed.

   TIP

   iPhone will probably add the outgoing mail server (SMTP) information for you. If it doesn't, you may have to enter it yourself. If you have a less mainstream email service, you may have to enter the mail server protocol (POP3 or IMAP — ask your provider for this information) and your password.

6. To make sure that the Account field is set to on for receiving email, tap the account name. In the dialog that appears, toggle the on/off switch for the Mail field to on (green) and then tap the Accounts button to return to Mail settings.

   You can now access the account through iPhone's Mail app.

TIP

If you turn on Calendars in the Mail settings, any information you've put in your calendar in that email account is brought over to the Calendar app on your iPhone (discussed in more detail in Chapter 22).

Open Mail and Read Messages

Now for the exciting part: opening and reading your email! It's kinda like checking your mailbox, but you won't get wet if it's raining or eaten up by mosquitoes in the middle of summer.

1. Tap the Mail app icon on the Home screen (see **Figure 13-5**).

   A red circle on the icon, called a badge, indicates the number of unread emails in your inbox.

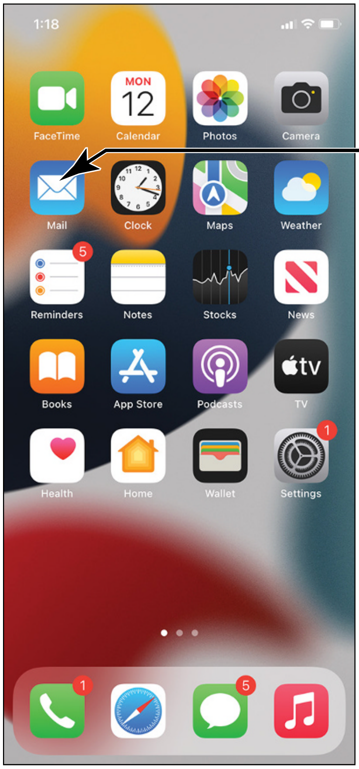
2. In the Mail app (see **Figure 13-6**), tap Inbox to see your emails. If you have more than one account listed, tap the inbox whose contents you want to display.
3. To read a message, simply tap it to open it.

   TIP

   The 3D Touch feature allows you to preview an email before you open it. Simply press lightly and hold down on an email in the inbox to open a preview of the message. From the preview, you can elect to perform several functions, such as Reply, Forward, Mark as Read or Unread, or send to Trash. If you want to view the entire message, release the hold and tap the message again.

4. If you need to scroll to see the entire message, flick upward to scroll down.

   You can swipe right while reading a message to open the inbox's list of messages, and then swipe right again to return to your list of mailboxes.


1:18
MON
12
FaceTime
Calendar
Photos
Camera
Mail
Clock
Maps
Weather
Reminders
Notes
Stocks
News
Books
App Store
Podcasts
TV
Health
Home
Wallet
Settings

Tap the Mail icon

FIGURE 13-5

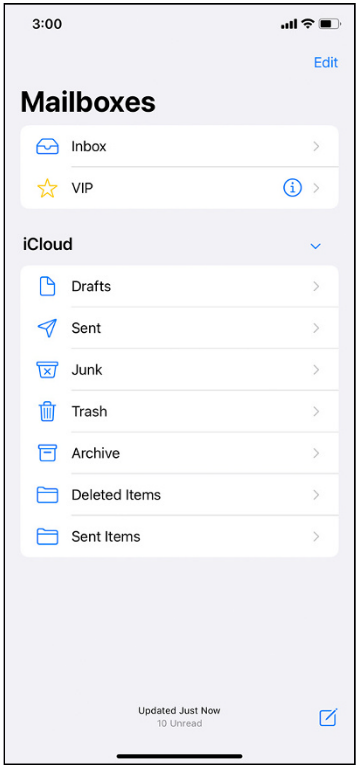

3:00
Edit
Mailboxes
Inbox
VIP
iCloud
Drafts
Sent
Junk
Trash
Archive
Deleted Items
Sent Items
Updated Just Now
10 Unread

FIGURE 13-6

TIP

You can tap the next or previous icons (top-right corner of the message) to move to the next or previous message in the inbox, or tap the back icon (left-pointing arrow) in the top-left corner to return to your inbox.

Email messages that you haven't read are marked with a blue circle in your inbox. After you read a message, the blue circle disappears. You can mark a read message as unread to help remind you to read it again later. With the inbox displayed, swipe to the right on a message (starting your swipe just a little in from the left edge of the screen), and then tap Unread. If you swipe quickly and all the way to the right, you don't need to tap; the message will be marked as unread automatically.

Reply To or Forward Email

Replying to email is just like replying to snail mail; it's the nice thing to do. Since we're all nice people, let's find out how to reply to those good folks who are sending us messages.

1. With an email message open, tap the reply icon (left-facing arrow) at the bottom of the screen. Then tap Reply, Reply All (available if there are multiple recipients), or Forward in the menu that appears (see **Figure 13-7**).

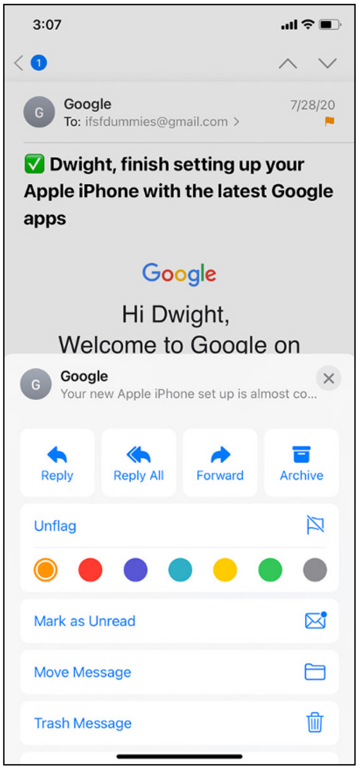

3:07
1
Google
To: ifsfdummies@gmail.com >
7/28/20
✅ Dwight, finish setting up your Apple iPhone with the latest Google apps
Google
Hi Dwight,
Welcome to Google on
Google
Your new Apple iPhone set up is almost co...
Reply
Reply All
Forward
Archive
Unflag
Mark as Unread
Move Message
Trash Message

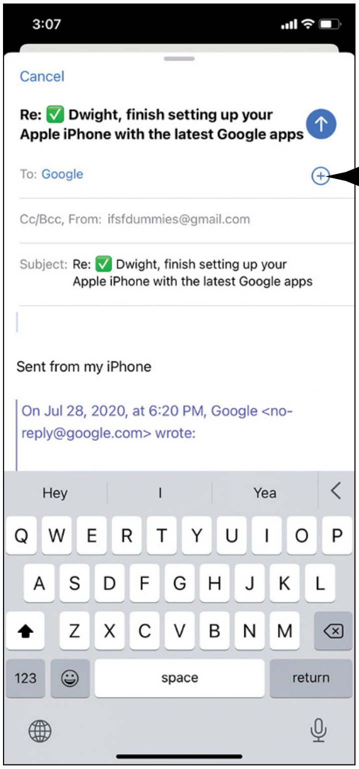
FIGURE 13-7

2. In the new email message that appears (see **Figure 13-8**), tap in the To field and enter another addressee if you like (you have to do this if you're forwarding). Next, tap in the message body and enter a message (see **Figure 13-9**).

TIP

If you want to move an email address from the To field to the Cc or Bcc field, press and hold down on the address and drag it to the other field.

3. Tap the Send button in the upper-right corner (blue circle containing an upward-pointing arrow). The email goes on its way.



Re: ✅ Dwight, finish setting up your Apple iPhone with the latest Google apps

To: Google

Cc/Bcc, From: ifsfdummies@gmail.com

Subject: Re: ✅ Dwight, finish setting up your Apple iPhone with the latest Google apps

Sent from my iPhone

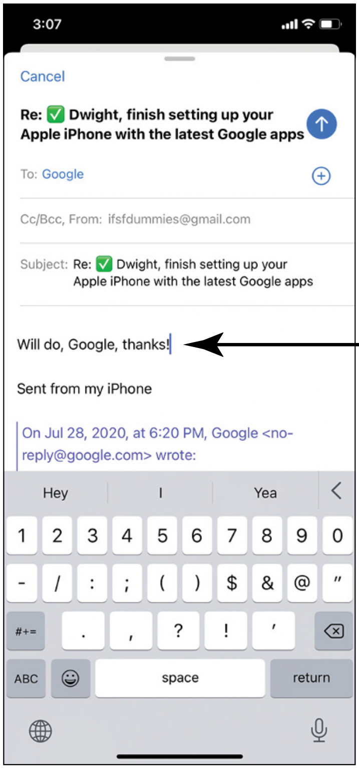
On Jul 28, 2020, at 6:20 PM, Google <no-reply@google.com> wrote:

Tap to add a recipient

FIGURE 13-8

TIP

If you tap Forward to send the message to someone else and the original message had an attachment, you're offered the option of including or omitting the attachment.



Re: ✅ Dwight, finish setting up your Apple iPhone with the latest Google apps

To: Google

Cc/Bcc, From: ifsfdummies@gmail.com

Subject: Re: ✅ Dwight, finish setting up your Apple iPhone with the latest Google apps

Will do, Google, thanks!

Sent from my iPhone

On Jul 28, 2020, at 6:20 PM, Google <no-reply@google.com> wrote:

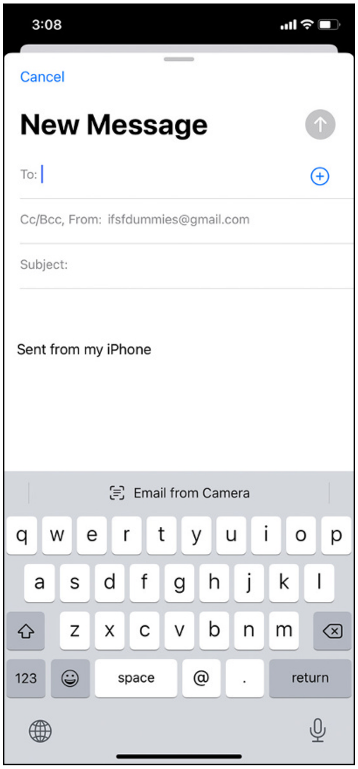
Tap in the message body to add content

FIGURE 13-9

Create and Send a New Message

It's time to reach out to everyone to plan for the family reunion, or maybe you need to provide vacation information to a friend who's accompanying you. "How to create and send that new email?" you ask? Well, here's how:

1. With Mail open, tap the new message icon (paper and pencil) in the bottom-right corner. A blank email appears (see **Figure 13-10**).
2. Enter a recipient's address in the To field by tapping the field and typing the address. If you have addresses in Contacts, tap the plus sign (+) in the To field to choose an addressee from the Contacts list that appears.



New Message

To:

Cc/Bcc, From: ifsfdummies@gmail.com

Subject:

Sent from my iPhone

FIGURE 13-10

3. If you want to send a copy of the message to other people, tap the Cc/Bcc field. When the Cc and Bcc fields open, enter addresses in either or both.

   Use the Bcc field to specify recipients of blind carbon copies, which means that no other recipients are aware that that person received this reply.

4. In the Subject field, enter the subject of the message.
5. Tap in the message body and type your message.
6. If you want to check a fact or copy and paste some part of another message into your draft message, swipe down near the top of the email to display your inbox and other folders. Locate the message, and when you're ready to return to your draft, tap the subject of the email, which is displayed near the bottom of the screen.
7. When you've finished creating your message, tap the send icon (upward-pointing arrow in a blue circle) in the upper-right corner.

Format Email

You can apply some basic formatting to email text. You can use bold, underline, and italic formats, and indent text using the Quote Level feature.

1. Press and hold down on the text in the message you're creating and choose Select or Select All to select a single word or all the words in the email (see **Figure 13-11**).

   If you need to select a single word, make sure to press and hold down on that word, rather than on just any old word in the text.

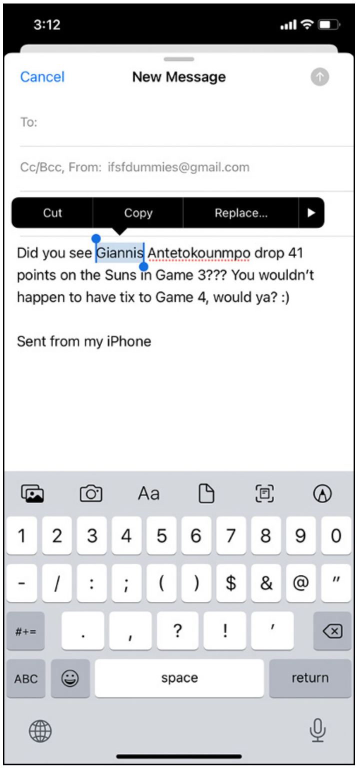
   TIP

   When you make a selection, blue handles appear that you can drag to add adjacent words to your selection. If the menu disappears after you select the text, just tap one of the selection handles and the menu will reappear.

2. To apply bold, italic, or underline formatting, tap the BIU button on the toolbar that appears when you press and hold down on the text. To see more tools, tap the arrow on the toolbar.
3. In the toolbar that appears (see **Figure 13-12**), tap Bold, Italic, or Underline to apply formatting.
4. To change the indent level, press and hold down on the beginning of a line and then tap Quote Level. Tap Increase to indent the text or Decrease to move indented text farther toward the left margin.

TIP

To use the Quote Level feature mentioned in Step 4, you'll need to make sure that it's on. From the Home screen, tap Settings, tap Mail, tap Increase Quote Level, and then toggle (tap) the Increase Quote Level on/off switch to turn it on (green).


3:12
Cancel
New Message
Cut
Copy
Replace...

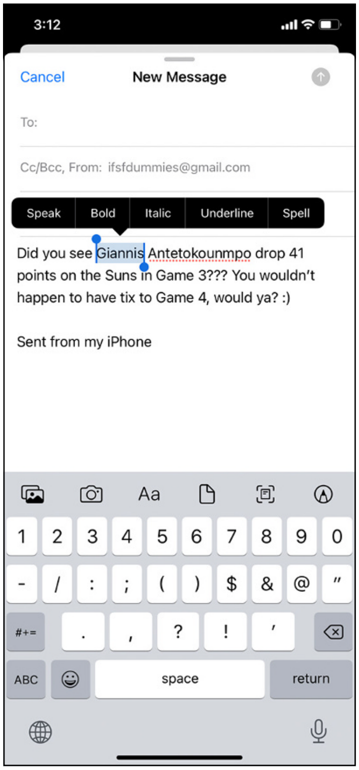
To:

Cc/Bcc, From: ifsfdummies@gmail.com

Did you see Giannis Antetokounmpo drop 41 points on the Suns in Game 3??? You wouldn't happen to have tix to Game 4, would ya? :)

Sent from my iPhone

FIGURE 13-11


3:12
Cancel
New Message
Speak
Bold
Italic
Underline
Spell

To:

Cc/Bcc, From: ifsfdummies@gmail.com

Did you see Giannis Antetokounmpo drop 41 points on the Suns in Game 3??? You wouldn't happen to have tix to Game 4, would ya? :)

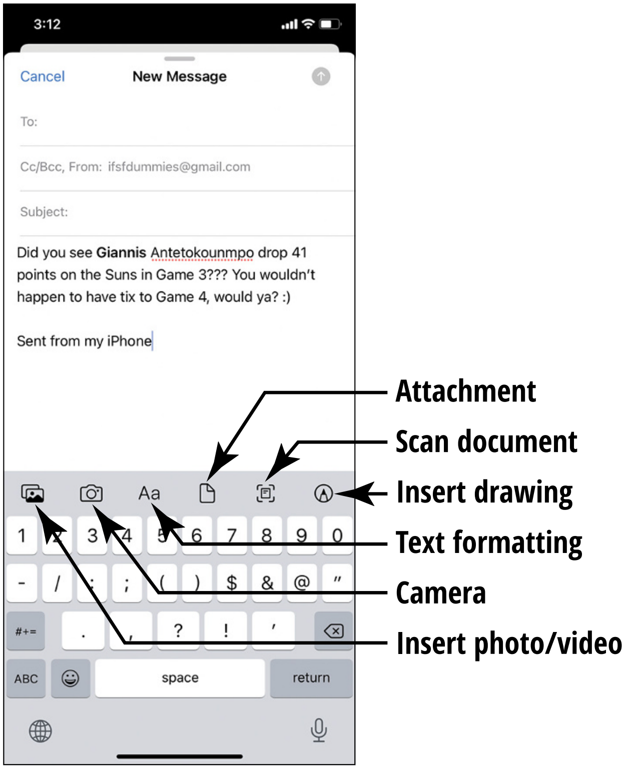
Sent from my iPhone

FIGURE 13-12

Mail in iOS 15 allows you to go beyond the basics, though. It includes much-improved text formatting and font support, freeing you up to create some great looking emails. However, it doesn't stop there: The format bar (which appears above the keyboard, as shown in **Figure 13-13**) allows you to easily jazz up your email with a variety of options.

TIP

If you see words above the keyboard and not the format bar, tap the arrow to the right of the words to bring the format bar back into view.



New Message

Cc/Bcc, From: ifsfdummies@gmail.com

Did you see **Giannis** Antetokounmpo drop 41 points on the Suns in Game 3??? You wouldn't happen to have tix to Game 4, would ya? :)

Sent from my iPhone

3:12
Cancel
To:
Subject:
Attachment
Scan document
Insert drawing
Text formatting
Camera
Insert photo/video
Aa
#+=
ABC
space
return

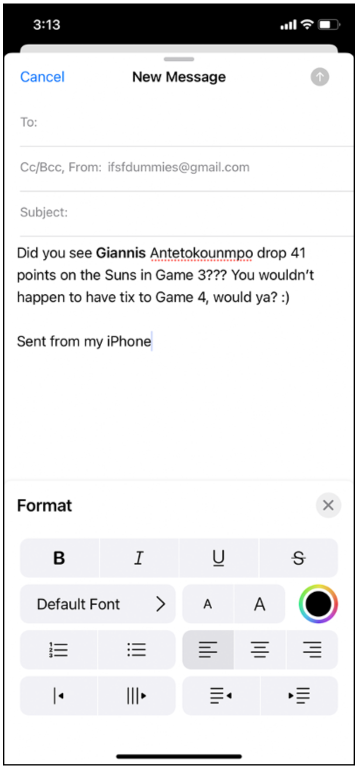
FIGURE 13-13

Here's a quick look at the options in the format bar, from left to right:

- **Insert photo or video:** Tap to insert a photo or video from the Photos app.
- **Camera:** Tap to insert a new photo or video directly from the Camera app.
- **Desktop-class text formatting:** Tap the Aa icon to see a bevy of formatting options (shown in **Figure 13-14**), such as
  - Choose Bold, Italic, Underline, and Strikethrough. (Okay, these options aren't new, but the rest are.)
  - Change the font by tapping Default Font and browsing a surprisingly extensive list of fonts to choose from.
  - Decrease or increase the text size by tapping the small *A* or the large *A*, respectively.

  - Tap the color wheel to select a color for your text.
  - Insert numbered or bulleted lists.
  - Select left, center, or right justification.
  - Increase or decrease the quote level.
  - Indent or outdent paragraphs.

- **Attachment:** Tap to add an attachment from the Files app to the email. (See Chapter 4 for more info about Files.)
- **Scan document:** Tap to scan a paper document and add it to your email.
- **Insert drawing:** Tap to create a drawing and insert it in your email.



To:

Cc/Bcc, From: ifsfdummies@gmail.com

Subject:

Did you see **Giannis** Antetokounmpo drop 41 points on the Suns in Game 3??? You wouldn't happen to have tix to Game 4, would ya? :)

Sent from my iPhone

FIGURE 13-14

Search Email

What do you do if you want to find all messages from a certain person or containing a certain word? You can use Mail's handy Search feature to find these emails.

1. With Mail open, tap an account to display its inbox.
2. In the inbox, tap and drag down near the top email to display the search field. Tap in the search field, and the onscreen keyboard appears.

   TIP

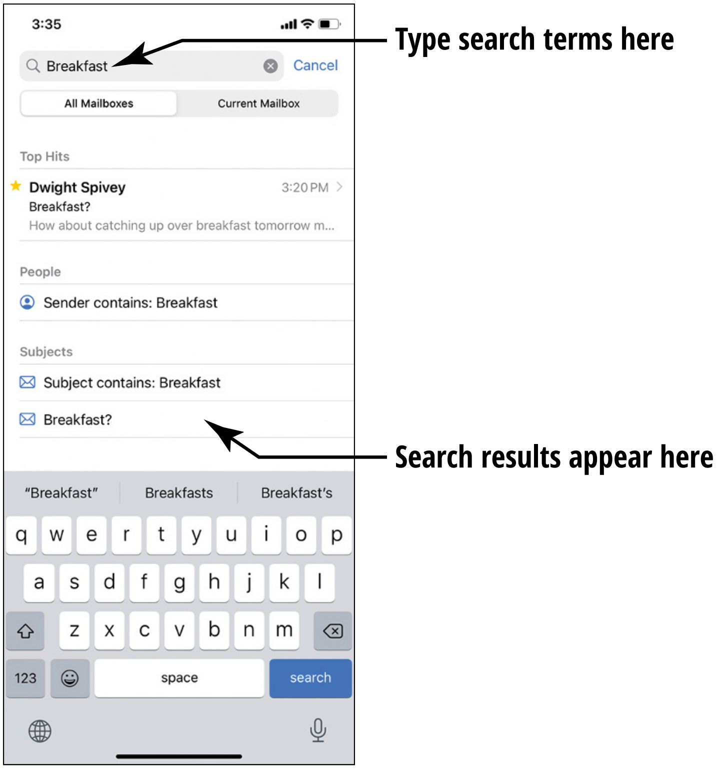
   You can also use the Search feature covered in Chapter 2 to search for terms in the To, From, or Subject lines of mail messages.
3. Tap the All Mailboxes tab to view messages that contain the search term in any mailbox, or tap the Current Mailbox tab to see only matches in the current mailbox.

   These options may vary slightly depending on which email service you use.
4. Enter a search term or name, as shown in **Figure 13-15**. If multiple types of information are found, such as People or Subjects, tap the one you're looking for.

   Matching emails are listed in the results.

TIP

To start a new search, tap the delete icon (X in a gray circle) at the end of the search field to delete the term and start over. To go back to the full inbox, tap Cancel to end your search.


3:35
Breakfast
Cancel
All Mailboxes
Current Mailbox
Top Hits
People
Subjects
"Breakfast"
Breakfasts
Breakfast's
space
search
123

Dwight Spivey 3:20 PM
Breakfast?
How about catching up over breakfast tomorrow m...

Sender contains: Breakfast

Subject contains: Breakfast

Breakfast?

Type search terms here

Search results appear here

FIGURE 13-15

Mark Email as Unread or Flag for Follow-Up

You can use a simple swipe to access tools that either mark an email as unread after you've read it (placing a blue dot to the left of the message) or flag an email (which by default places an orange flag to the right of it, although you can choose an alternate color). If the email is both marked as unread and is flagged, both a blue dot and an orange flag will appear on the message. These methods help you to remember to reread an email that you've already read or to follow up on a message at a later time.

1. With Mail open and an inbox displayed, swipe to the left on an email to display three options: More, Flag, and Trash (or Archive).

TECHNICAL STUFF

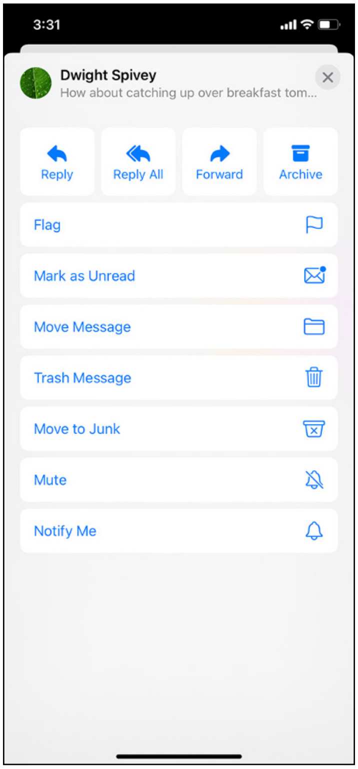
Whether you see Archive or Trash depends on the type of email account you're using and how it has been set up by the email provider.

2. Tap More.

   On the menu shown in **Figure 13-16**, you're given several options, including Mark as Read or Mark as Unread (depending on the current state of the email) and Flag.

TIP

You can get to the Mark as Read or Mark as Unread command also by swiping from left to right on a message displayed in your inbox.


3:31

Dwight Spivey

How about catching up over breakfast tom...

Reply
Reply All
Forward
Archive
Flag
Mark as Unread
Move Message
Trash Message
Move to Junk
Mute
Notify Me

FIGURE 13-16

3. To mark a message as read or unread, tap the appropriate command.

   You return to your inbox.

4. To assign a flag to the email, tap Flag and choose a color for the flag (again, the default is orange). To remove the flag, just tap More and then tap Unflag.

   There's another way to get to the Flag command. Swipe to the left on another email, and then tap Flag. An orange flag appears to the right of the email. Perform the same action to unflag it, if you like.

TIP

On the menu shown in Figure 13-16, you can also select Mute or Notify Me. Mute allows you to mute a thread of emails that just won't stop bugging you. Notify Me causes Mail to notify you when someone replies to this email thread.

Create an Event from Email Contents

A neat feature in Mail is the ability to create a calendar event from an email. To test this out:

1. Create an email to yourself mentioning a reservation on a specific airline on a specific date and time.

   You could instead mention another type of reservation, such as for dinner, or mention a phone number.

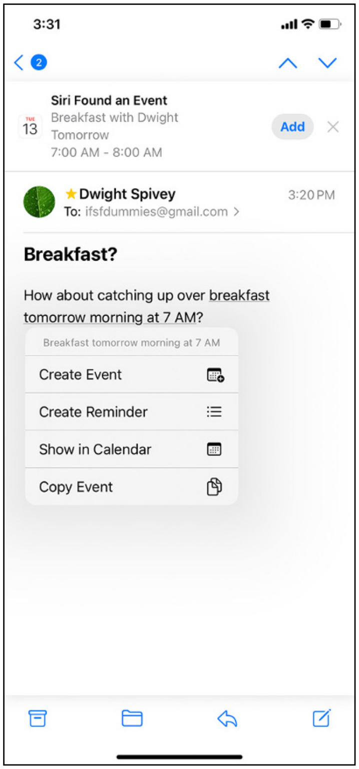
2. Send the message to yourself and then open Mail.
3. In your inbox, open the email.

   The pertinent information is displayed in underlined text.

4. Tap the underlined text, and the menu shown in **Figure 13-17** appears.
5. Tap Create Event to display the New Event form from Calendar.
6. Enter additional information about the event, and then tap Done.

TIP

Siri may also detect an event in your email (as is the case in Figure 13-17). If so, you'll see a notification at the top of the email that Siri did indeed find an event. Tap the small Add button to quickly create the event.


3:31
2
TUE
13
Add
Breakfast tomorrow morning at 7 AM
Create Event
Create Reminder
Show in Calendar
Copy Event

Siri Found an Event
Breakfast with Dwight
Tomorrow
7:00 AM - 8:00 AM

★Dwight Spivey 3:20 PM
To: ifsfdummies@gmail.com

Breakfast?

How about catching up over breakfast tomorrow morning at 7 AM?

FIGURE 13-17

ALTERNATIVE EMAIL APPS

You can choose from lots of great email apps for your iPhone if Mail isn't what you're used to (or if you simply don't like it). Here are a few of the better options: Gmail (the official app for Google Mail), Outlook (Microsoft's official app for Outlook), Edison Mail, Airmail, Spark, and Yahoo! Mail (Yahoo!'s official app).

iOS 15 offers a way for you to replace Mail with a third-party email app as your default. Just go to Settings, scroll down until you see the name of your favorite email app, and tap it. Then tap the Default Email App option to set it as default.

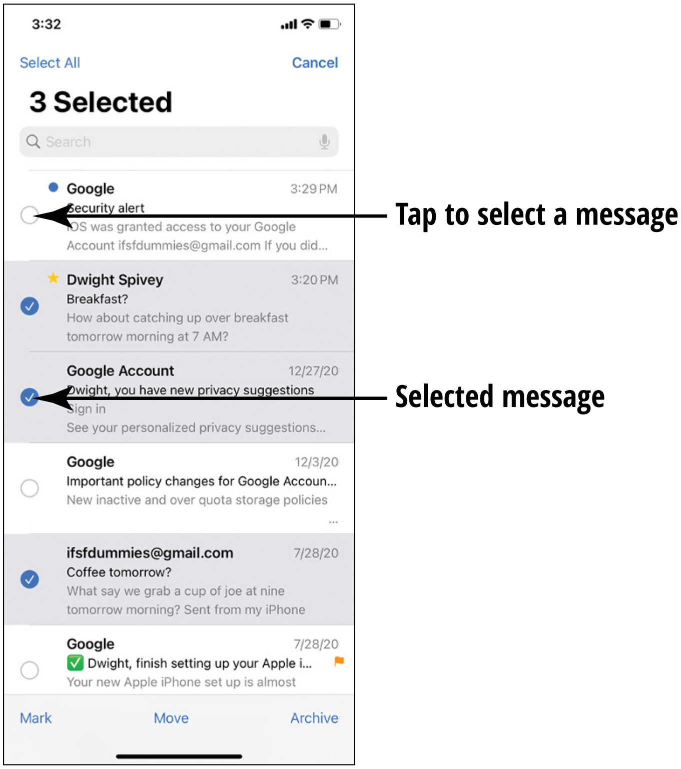
Delete Email

When you no longer want an email cluttering your inbox, you can delete it.

1. With the inbox displayed, tap Edit in the upper-right corner. Circular buttons are displayed to the left of each message (see **Figure 13-18**).
2. Tap the circle next to the message(s) you want to delete. A message marked for deletion has a check mark and the circle turns blue.

   TIP

   You can tap multiple items if you have several emails to delete.
3. Tap the Trash or Archive button at the bottom right of the screen. The selected messages are moved to the Trash or Archive folder.



○ **Google** 3:29 PM
Security alert
iOS was granted access to your Google Account ifsfdummies@gmail.com If you did...

☑ **Dwight Spivey** 3:20 PM
Breakfast?
How about catching up over breakfast tomorrow morning at 7 AM?

☑ **Google Account** 12/27/20
Dwight, you have new privacy suggestions
Sign in
See your personalized privacy suggestions...

○ **Google** 12/3/20
Important policy changes for Google Accoun...
New inactive and over quota storage policies

☑ **ifsfdummies@gmail.com** 7/28/20
Coffee tomorrow?
What say we grab a cup of joe at nine tomorrow morning? Sent from my iPhone

○ **Google** 7/28/20
✅ Dwight, finish setting up your Apple i...
Your new Apple iPhone set up is almost

Tap to select a message

Selected message

FIGURE 13-18

TECHNICAL STUFF

What’s the difference between the Trash and Archive folders? Basically, email sent to a Trash folder typically is deleted forever after a certain amount of time (usually 30 days). Email sent to an Archive folder is removed from the inbox but kept indefinitely for future use.

TIP

You can delete an open email also by tapping the trash or archive icon on the toolbar at the bottom of the screen, or by swiping from right to left on a message displayed in an inbox and tapping the Trash or Archive button that appears.

Organize Email

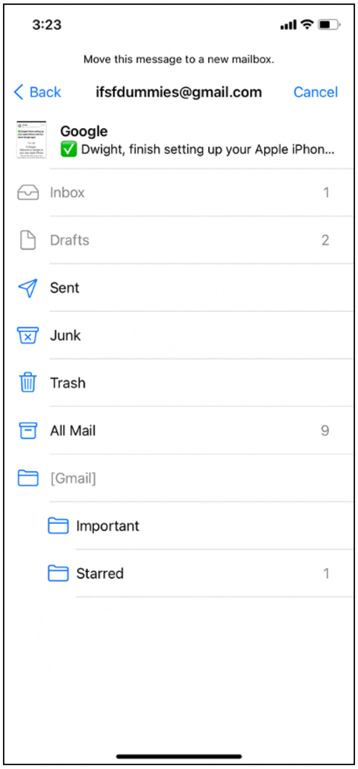
You can move messages into any of several predefined folders in Mail. (The folders vary depending on your email provider and the folders you’ve created on your provider’s server.)

1. After displaying the folder containing the message you want to move (for example, the Inbox folder), tap the Edit button.

   Circular buttons are displayed to the left of each message (refer to Figure 13-18).

2. Tap the circle next to the message you want to move. Select multiple messages if you like.
3. Tap Move at the bottom of the screen.
4. In the Mailboxes list that appears (see **Figure 13-19**), tap the folder where you want to store the message.

   The message is moved.



3:23

Move this message to a new mailbox.

Google

✅ Dwight, finish setting up your Apple iPhon...

Inbox	1
Drafts	2
Sent	
Junk	
Trash	
All Mail	9
[Gmail]	
Important	
Starred	1

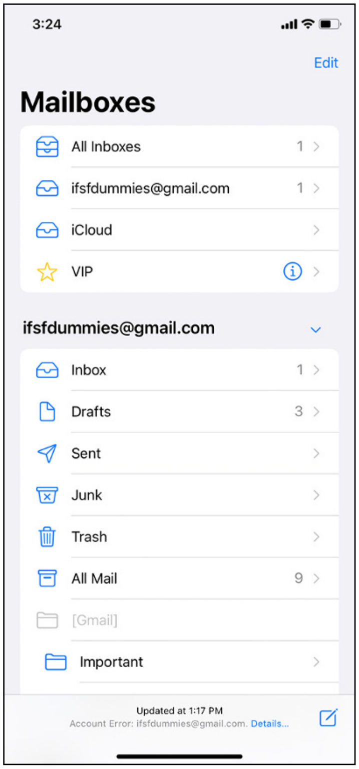
FIGURE 13-19

Create a VIP List

A VIP list is a way to create a list of senders that you deem more important than others. When any of these senders sends you an email, you'll be notified of it through the Notifications feature of iPhone.

1. In the main list of Mailboxes, tap the info icon (circled *i*) next to the VIP option (see **Figure 13-20**).
2. In the VIP List screen that appears, tap Add VIP, and your Contacts list appears.
3. Tap a contact to make that person a VIP.
4. To make settings for whether VIP mail is flagged in Notification Center, press the Home button or swipe up from the bottom of the screen (if your iPhone uses Face ID), and then tap Settings.

5. Tap Notifications, and then tap Mail. In the settings that appear, shown in **Figure 13-21**, tap Customize Notifications.


3:24

Edit

Mailboxes

All Inboxes 1

ifsfdummies@gmail.com 1

iCloud

VIP

ifsfdummies@gmail.com

Inbox 1

Drafts 3

Sent

Junk

Trash

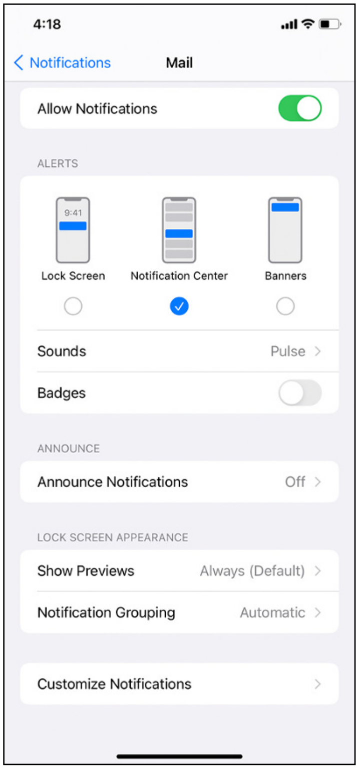
All Mail 9

[Gmail]

Important

Updated at 1:17 PM
Account Error: ifsfdummies@gmail.com. Details...

FIGURE 13-20


4:18

Notifications Mail

Allow Notifications: on

ALERTS

Lock Screen ○

Notification Center ✓

Banners ○

Sounds: Pulse

Badges: off

ANNOUNCE

Announce Notifications: Off

LOCK SCREEN APPEARANCE

Show Previews: Always (Default)

Notification Grouping: Automatic

Customize Notifications

FIGURE 13-21

6. Tap VIP, and then toggle the Alerts switch to on (green).

7. To close Settings, press the Home button or swipe up from the bottom of the screen (on iPhone models without a Home button).

   New mail from your VIPs should now appear in Notification Center when you swipe down from the top of the screen. And, depending on the settings you chose, new mail may cause a sound to play, a badge icon to appear on your lock screen, or a blue star icon to appear to the left of the message in the inbox in Mail. Definitely VIP treatment.

IN THIS CHAPTER

- Explore and get senior-recommended apps in the App Store
- Organize your apps on Home screens and in folders
- Delete apps you no longer need
- Update apps
- Purchase, download, and subscribe to games
- Challenge friends in Game Center

Chapter 14

Expanding Your iPhone Horizons with Apps

Some apps (short for applications), such as News and Weather, come preinstalled on your iPhone. But you can choose from a world of other apps out there for your iPhone, some for free (such as Facebook or Instagram) and some for a price (typically 99 cents to about $10, though some can top out at much steeper prices).

Apps range from games to financial tools (such as loan calculators) to apps that help you when you're planning an exercise regimen or going grocery shopping. Still more apps are developed for use by private entities, such as hospitals, businesses, and government agencies.

In this chapter, I suggest some apps that you might want to check out, explain how to use the App Store feature of your iPhone to find, purchase, and download apps, and detail how to organize your apps. You also find out a bit about having fun with games on your iPhone.

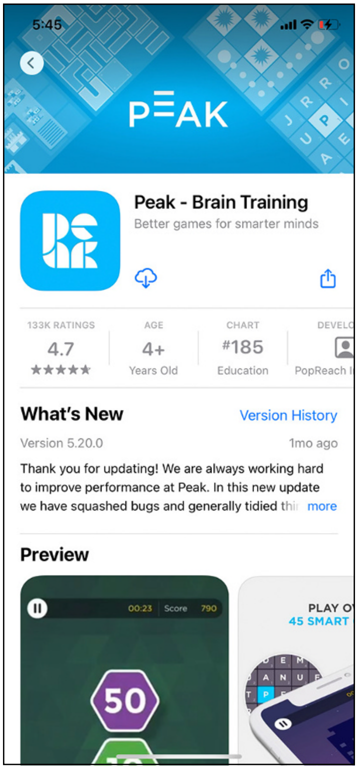
Explore Senior-Recommended Apps

As I write this book, new iPhone apps are in development, so even more apps that could fit your needs are available seemingly every day. To get you exploring what's possible, I provide a quick list of apps that might whet your appetite.

Access the App Store by tapping the App Store icon on the Home screen. You can start by exploring the Today tab (which features special apps and articles), by checking out categories in the Apps tab, by searching for games in the Games tab, or by subscribing to Apple Arcade games (see the buttons along the bottom of the screen). Or you can tap Search and find apps on your own. Tap an app to see more information about it.

Here are some interesting apps to explore:

- **Sudoku (free):** If you like this mental logic puzzle in print, try it out on your iPhone. It has three lessons and several levels ranging from easiest to nightmare, making it a great way to make time fly almost anywhere. You can choose from several sudoku apps, so find the one that's right for you.
- **Tasty (free):** If you enjoy cooking and are always on the lookout for new recipes to try, Tasty is an excellent app to check out. Thousands of recipes are at your fingertips, and you won't need to thumb through a recipe book to find them.
- **Peak — Brain Training (free, with in-app purchases available):** Ready to give your noggin a workout? Peak (shown in **Figure 14-1**) uses a variety of more than 45 games carefully crafted to strengthen and develop your mental skills.



Peak - Brain Training

Better games for smarter minds

133K RATINGS	AGE	CHART	DEVELO
4.7 ★★★★★	4+ Years Old	#185 Education	PopReach I

What's New Version History

Version 5.20.0 1mo ago

Thank you for updating! We are always working hard to improve performance at Peak. In this new update we have squashed bugs and generally tidied thi more

Preview

FIGURE 14-1

- **Mint: Personal Finance & Money (free, with in-app purchases available):** This highly rated financial app (almost a perfect 5 stars with nearly 700,000 reviews on the App Store!) helps you manage all your finances in one easy-to-use tool. View account balances, track spending and bills, create budgets, and more!
- **Goodreads (free):** If you're a reader, this is an app you won't want to be without. Goodreads will keep you up-to-date on the latest releases, and you can browse reading lists and reviews from thousands of other users.
- **Procreate Pocket ($4.99):** If you're a serious artist, you will love Procreate Pocket. It's perhaps the most complete painting, sketching, and illustration app out there.
- **April Coloring — Oil Painting (free, with in-app purchases available):** Adult coloring books have exploded in popularity

over the years, and they're a wonder at helping us unwind and unleash our creativity. This app is one of the best coloring book apps for iPhone, emulating oil painting to near perfection.

- **Piano (free):** If you love to make music, you'll love this app, which gives you a virtual piano keyboard to play and compose on the fly. It even allows you to record your music to listen to later or to share.
- **Travelzoo (free):** Get great deals on hotels, airfare, rental cars, entertainment, and more. This app also offers tips from travel experts.
- **Blood Pressure Monitor (free, with in-app purchases available):** This app helps you keep track of your blood pressure and maintain records over extended periods of time in one convenient place: your iPhone. Use the accompanying reports to give your doctor a good overview of your blood pressure.
- **GoodRx: Prescription Coupons (free):** This app is a gem when it comes to finding the lowest prescription prices in town. It's saved users untold amounts of money as opposed to simply going to your same old pharmacy and hoping you're getting the best price. GoodRx will even find coupons for you to use, and you won't have to clip them out of a flyer or newspaper advertisement!
- **Skype (free):** Make internet calls to your friends and family for free. While your iPhone comes with FaceTime, some members of your circle may not have iPhones, so in those instances Skype would be the best way to communicate.
- **Nike Training Club (free) and Nike Run Club (free):** Use these handy utilities to help design personalized workouts, see step-by-step instructions to learn new exercises, and watch video demonstrations. The reward system in these apps may just keep you going toward your workout and running goals.

TIP

Note that you can work on documents using apps in the cloud. Use Keynote, Numbers, Pages, and more apps to get your work done from any device. See Chapter 4 for more about using iCloud Drive.

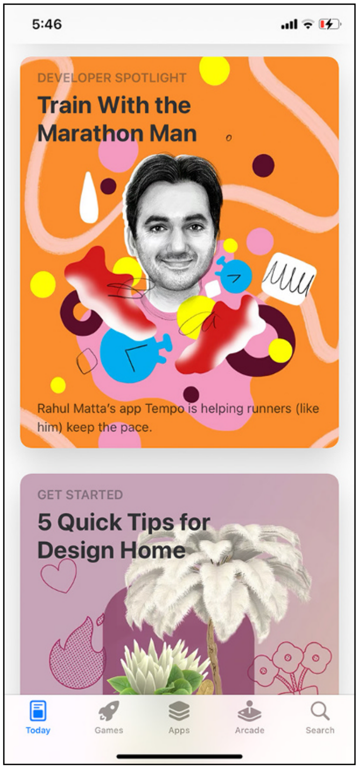
Search the App Store

The App Store is chock full of app goodness, but it's a lot to just browse through. Thankfully, Apple provides a handy search tool to help you find the apps you need. Here's how to use it:

1. Tap the App Store icon on the Home screen.

   By default, the first time you use App Store it will open to the Today tab, shown in **Figure 14-2**.

2. Find an app using one of the following techniques:
   - Scroll downward to view featured apps and articles, such as The Daily List and Our Favorites.
   - Tap a category to see more apps in it.
   - Tap the Apps icon at the bottom of the screen to browse by the type of app you're looking for, or search by categories (tap the See All button in the Top Categories section) such as Lifestyle or Medical, as shown in **Figure 14-3**.
   - Tap the Games icon at the bottom of the screen to see the newest releases and bestselling games. Explore by either Paid apps or free apps, by categories, and by special subjects, such as What We're Playing Today and New Games We Love.
   - Tap Search at the bottom right of the screen and then tap in the search field. Enter a search term, and tap the result you want to view.


5:46
DEVELOPER SPOTLIGHT
Train With the Marathon Man
GET STARTED
5 Quick Tips for Design Home
Today
Games
Apps
Arcade
Search

Rahul Matta's app Tempo is helping runners (like him) keep the pace.

FIGURE 14-2

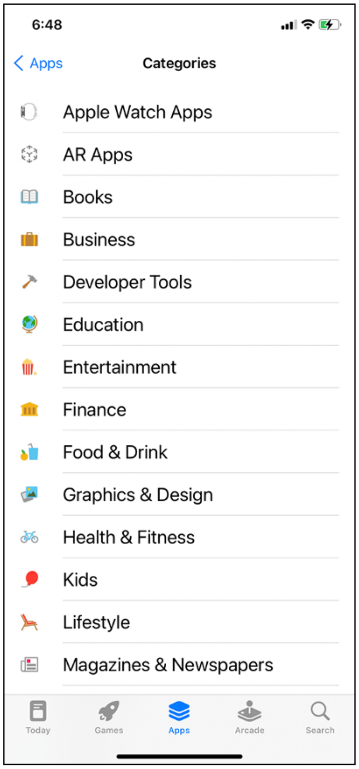

6:48
Apps
Categories
Apple Watch Apps
AR Apps
Books
Business
Developer Tools
Education
Entertainment
Finance
Food & Drink
Graphics & Design
Health & Fitness
Kids
Lifestyle
Magazines & Newspapers
Today
Games
Apps
Arcade
Search

FIGURE 14-3

Get Applications from the App Store

Buying or getting free apps requires that you have an iTunes account, which I covered in Chapter 4. After you have an account, you can use the saved payment information there to buy apps or download free apps with a few simple steps.

1. With the App Store open, tap the Apps icon and then tap the See All button in the Top Free Apps section, as shown in **Figure 14-4**.
2. Tap the Get button (or the Price button, if it's a paid app) for an app that appeals to you, or simply tap the app's icon if you want more information.

   If you already have the app and an update is available for it, the Get button changes to Update. If you've already downloaded the app, this button will say Open. If you've previously downloaded the app but it's no longer on your iPhone or you've downloaded the app on another device that's signed into the same Apple ID, the icon looks like a cloud with a downward arrow; tap to download it again.

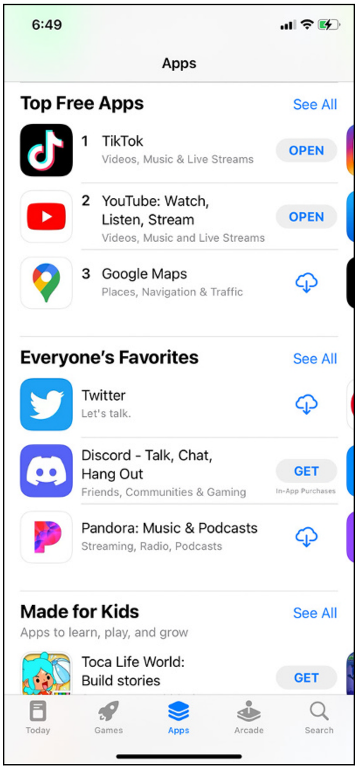

6:49
Apps
Top Free Apps
See All
1 TikTok
Videos, Music & Live Streams
OPEN
2 YouTube: Watch, Listen, Stream
Videos, Music and Live Streams
OPEN
3 Google Maps
Places, Navigation & Traffic
Everyone's Favorites
See All
Twitter
Let's talk.
Discord - Talk, Chat, Hang Out
Friends, Communities & Gaming
GET
In-App Purchases
Pandora: Music & Podcasts
Streaming, Radio, Podcasts
Made for Kids
Apps to learn, play, and grow
See All
Toca Life World: Build stories
GET
Today
Games
Apps
Arcade
Search

FIGURE 14-4

To get a paid app, you tap the same button, which is then labeled with a price.

TIP

If you've opened an iCloud account, you can set it up so that anything you purchase on your iPhone is automatically pushed to other Apple iOS devices and your iTunes library, and vice versa. See Chapter 4 for more about iCloud.

A sheet opens on the screen, listing the app and the iTunes account being used to get or purchase the app.

3. To complete the download or purchase of the app, tap Enter Password at the bottom of the sheet, tap the Password field, and then enter the password.

   Alternatively, you simply only need to use Touch ID or Face ID (for iPhone models without a Home button) to approve the download or purchase. The Get (or price) button changes to the Installing button, which looks like a circle; the thick blue line on the circle represents the progress of the installation.

   The app downloads and can be found on one of the Home screens. If you purchase an app that isn't free, your payment source or gift card is charged at this point for the purchase price.

TIP

Out of the box, only preinstalled apps are located on the first iPhone Home screen, with a few (such as Files and Translate) located on the second Home screen. Apps that you download are placed on available Home screens, and you have to scroll to view and use them; this procedure is covered later in the chapter. See the next task for help in finding your newly downloaded apps.

Organize Your Applications on Home Screens

By default, the first Home screen contains preinstalled apps, and the second contains a few more preinstalled apps. Other screens are created to contain any apps you download or sync to your iPhone. At the bottom of any iPhone Home screen (just above the dock), dots indicate the number of Home screens you've filled with apps; a solid dot specifies which Home screen you're on now, as shown in **Figure 14-5**.

1. Press the Home button or swipe up from the bottom of the screen (for iPhone models without Home buttons) to open the last displayed Home screen.
2. To move to the next Home screen, flick your finger from right to left. To move back, flick from left to right.

3. To reorganize apps on a Home screen, press and hold down on any app on the screen. Keep your finger pressed down on the screen until the app icons begin to jiggle (see **Figure 14-6**), even if a menu pops up on screen (ignore it for our purposes here).

   TIP

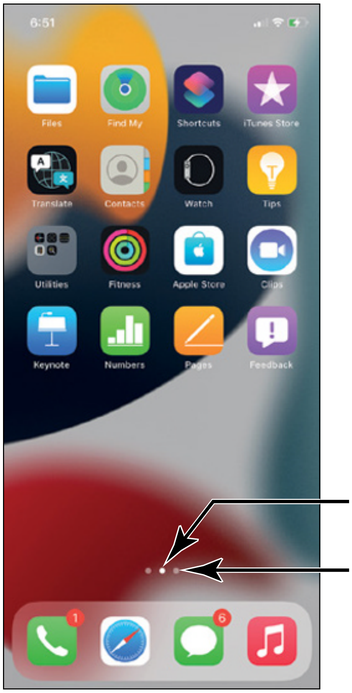
   If you release the screen when a menu pops up, simply tap the Edit Home Screen option to make the icons dance again.

4. To move an app to another location on the screen, hold down on the app icon and drag it.

   TIP

   While the apps are jiggling, you can move an app from one Home screen to another by dragging the app to the left or right. You may have to pause at the edge of the screen before it will switch over.

5. To stop all those icons from jiggling, press the Home button! For iPhone models without a Home button, tap the Done button (upper-right corner of the screen) or simply swipe up from the bottom of the screen.


6:51
Files
Find My
Shortcuts
iTunes Store
Translate
Contacts
Watch
Tips
Utilities
Fitness
Apple Store
Clips
Keynote
Numbers
Pages
Feedback

Screen you're on

Dots indicating the number of Home screens

FIGURE 14-5

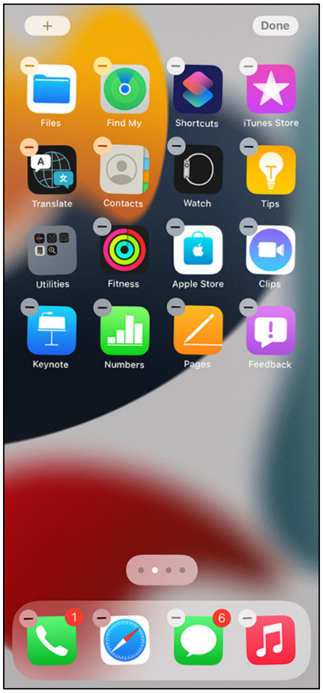

+
Done
Files
Find My
Shortcuts
iTunes Store
Translate
Contacts
Watch
Tips
Utilities
Fitness
Apple Store
Clips
Keynote
Numbers
Pages
Feedback

FIGURE 14-6

TIP

You can use the multitasking feature for switching between apps easily. Press the Home button twice and you'll see a parade of open apps. For iPhone models without a Home button, swipe up from the bottom of the screen and keep your finger on the screen until App Switcher opens. Swipe right or left to scroll among the apps and tap the one you want to go to. You can also swipe an app upward from App Switcher to close it. This feature is especially helpful if an app isn't behaving as expected.

Organize Apps in Folders

iPhone lets you organize apps in folders so that you can find them more easily. The process is simple:

1. Press and hold down on an app (continue to hold down even if a menu pops up on the screen) until all apps start jiggling.
2. Drag one app on top of another app.

   The two apps appear in a box with a placeholder name in a box above them (see **Figure 14-7**).
3. To change the name, tap in the field at the end of the placeholder name, and the keyboard appears.
4. Tap the Delete key to delete the placeholder name, and then type one of your own.
5. Tap Done and then tap anywhere outside the box to close it.
6. Press the Home button (or swipe up from the bottom of the screen for iPhone models without a Home button) to stop the icons from dancing around.

   You'll see your folder on the Home screen where you began this process.

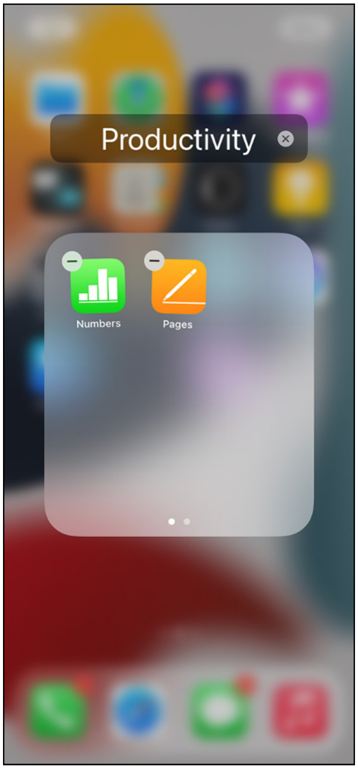


FIGURE 14-7

TIP

Here’s a neat trick that allows you to move multiple apps together at the same time. Follow these steps (you’ll probably need to place your iPhone on a flat surface to pull this off):

1. Press and hold down on the first app you’d like to move.

   When the apps are jiggling, you’re ready for the next step.

2. While holding down on the app, move it just a bit so that it’s no longer in its original place.

3. With your free hand, tap the other app(s) you’d like to move along with the first app.

   As you tap additional apps, their icons attach themselves to the first app.

4. When you’ve selected all your apps, drag them to their new location.

   They’ll all move together in a caravan!

Delete Apps You No Longer Need

When you no longer need an app you've installed, it's time to get rid of it. Not only is it just good practice not to clutter your iPhone with unused apps, it also frees valuable storage space. You can also remove most of the preinstalled apps that are part of iOS 15.

TIP

If you use iCloud to push content across all Apple iOS devices, deleting an app on your iPhone won't affect that app on other devices.

1. Display the Home screen that contains the app you want to delete.

   TIP

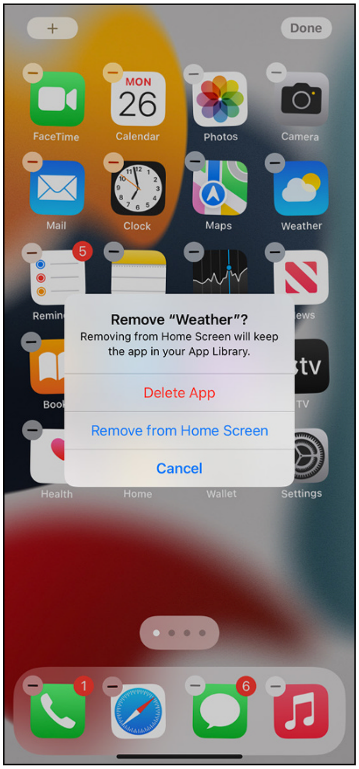
   If you remove an app that comes with iOS 15 and decide later that you need it again, you can find the app in the App Store and reinstall it. Some apps, like Clock, will simply be removed from the Home Screen, not deleted.

2. Press and hold down on the app until all the apps begin to jiggle.
3. Tap the delete icon (— in a gray circle) in the upper-left corner of the app you want to delete. A confirmation like the one shown in **Figure 14-8** appears.
4. Tap Delete to proceed with the deletion.

   If you want the app to remain in App Library, tap the Remove from Home Screen button instead. For more on App Library, see Chapter 2.

TIP

Don't worry about wiping out several apps at one time by deleting a folder. When you delete a folder, the apps that were contained in the folder are placed back on a Home screen where space is available, and you can still find the apps using the Search feature.



Remove “Weather”?

Removing from Home Screen will keep the app in your App Library.

+
Done
MON
26
FaceTime
Calendar
Photos
Camera
Mail
Clock
Maps
Weather
5
Remin
ews
Boo
tv
TV
Delete App
Remove from Home Screen
Cancel
Health
Home
Wallet
Settings
1
6

FIGURE 14-8

Offload Apps to Keep Data

When you delete an app from your iPhone, usually you’re simultaneously deleting its data and documents. However, you can also delete an app without removing its data and documents. This feature is called offloading. If you find later that you’d like to revisit the app, simply download it again from the App Store and its data and settings will be retained.

To offload apps, follow these steps:

TECHNICAL STUFF

1. Open Settings and go to General ➪ iPhone Storage.

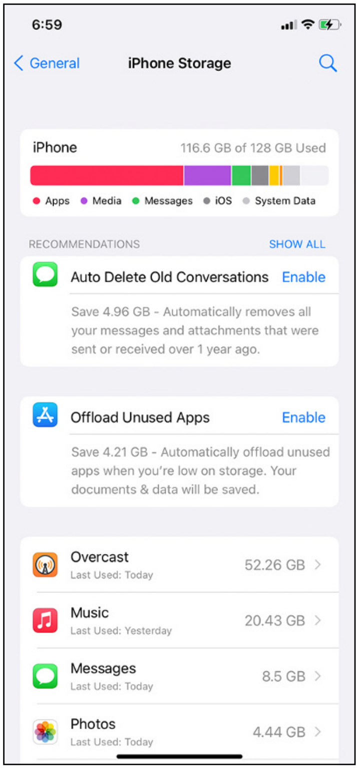
   You may need to wait a few seconds for content to load.

2. You can allow your iPhone to automatically offload unused apps as storage gets low, or you can offload individual apps manually:

- To automatically offload unused apps, scroll down the screen if necessary to the Offload Unused Apps option (if you don't see it, tap Show All next to Recommendations), and then tap the Enable button, as shown in **Figure 14-9**.

  To disable the feature, go to Settings ➪ App Store, scroll to the bottom of the page, and then toggle the Offload Unused Apps switch off (white).
- To offload an individual app, scroll down and tap the app, and then tap the Offload App option, shown in **Figure 14-10**; tap Offload App again to confirm. The offloaded app's icon appears dimmed on your iPhone's Home screen, indicating that the app is not loaded but its data still is.

3. You can restore an app by either tapping its icon (which will now display a cloud next to its name) or by reinstalling it from the App Store.



6:59

< General iPhone Storage

iPhone 116.6 GB of 128 GB Used

● Apps ● Media ● Messages ● iOS ● System Data

RECOMMENDATIONS SHOW ALL

Auto Delete Old Conversations Enable

Save 4.96 GB - Automatically removes all your messages and attachments that were sent or received over 1 year ago.

Offload Unused Apps Enable

Save 4.21 GB - Automatically offload unused apps when you're low on storage. Your documents & data will be saved.

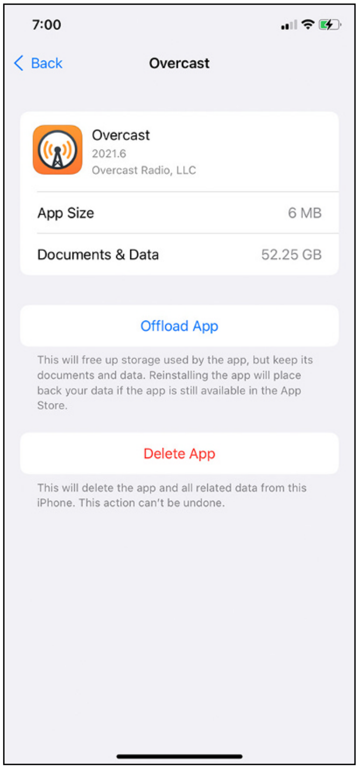
Overcast 52.26 GB >
Last Used: Today

Music 20.43 GB >
Last Used: Yesterday

Messages 8.5 GB >
Last Used: Today

Photos 4.44 GB >
Last Used: Today

FIGURE 14-9



7:00

< Back Overcast

Overcast
2021.6
Overcast Radio, LLC

App Size 6 MB

Documents & Data 52.25 GB

Offload App

This will free up storage used by the app, but keep its documents and data. Reinstalling the app will place back your data if the app is still available in the App Store.

Delete App

This will delete the app and all related data from this iPhone. This action can't be undone.

FIGURE 14-10

TIP

Often, most of your iPhone's memory is taken by the data used in apps, not by the apps themselves. Offloading apps is a great idea if the app itself is of a significant size. Otherwise, it may not be handy unless you're just super-strapped for space. It would be better to delete both the app and its data if space is at a premium on your device.

Update Apps

App developers update their apps all the time, so you might want to check for those updates, especially after you apply an iOS update. The App Store icon on the Home screen displays the number of available updates in a red badge. To update apps, follow these steps:

1. Tap the App Store icon on the Home screen.
2. Tap the account icon, in the upper right of the Apps screen (like the one in **Figure 14-11**).

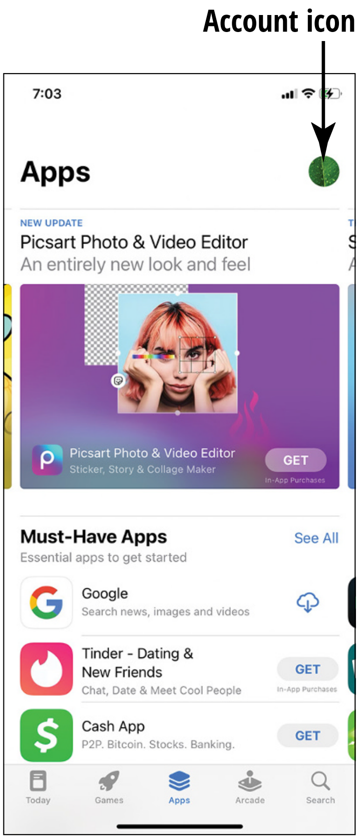
   If updates are available, the account icon will display a red badge with a number. If you don't see a badge with a number, no updates are available.
3. Scroll down to the Available Updates section and tap the Update button for any item you want to update (see **Figure 14-12** for examples). To update all at once, tap the blue Update All button to the left.

   Note that if you have Family Sharing turned on, you'll see a Family Purchases folder that you can tap to display apps shared across your family's devices.

   TIP

   If you choose more than one app to update instead of downloading apps sequentially, several items will download simultaneously.
4. If you are asked to confirm that you want to update or to enter your Apple ID, do so. Then tap OK to proceed. If you are asked to confirm that you are over a certain age or to agree to terms and conditions, scroll down the terms dialog and, at the bottom, tap Agree.

   You see the progress of the download.



NEW UPDATE
Picsart Photo & Video Editor
An entirely new look and feel

Picsart Photo & Video Editor
Sticker, Story & Collage Maker
GET
In-App Purchases

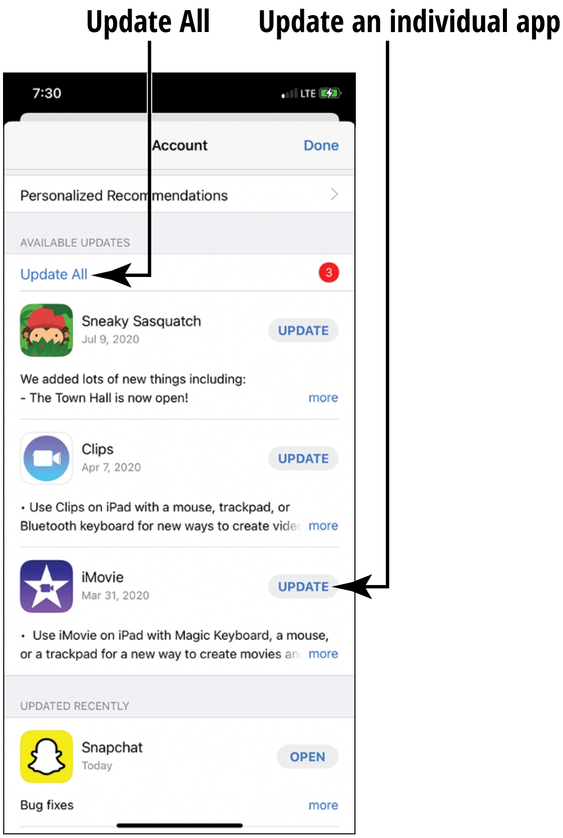
Must-Have Apps
See All
Essential apps to get started

Google
Search news, images and videos

Tinder - Dating & New Friends
Chat, Date & Meet Cool People
GET
In-App Purchases

Cash App
P2P. Bitcoin. Stocks. Banking.
GET

FIGURE 14-11



Account
Done

Personalized Recommendations

AVAILABLE UPDATES

Update All 3

Sneaky Sasquatch
Jul 9, 2020
UPDATE

We added lots of new things including:
- The Town Hall is now open!
more

Clips
Apr 7, 2020
UPDATE

• Use Clips on iPad with a mouse, trackpad, or Bluetooth keyboard for new ways to create vide more

iMovie
Mar 31, 2020
UPDATE

• Use iMovie on iPad with Magic Keyboard, a mouse, or a trackpad for a new way to create movies ar more

UPDATED RECENTLY

Snapchat
Today
OPEN

Bug fixes
more

FIGURE 14-12

TIP

If you have an iCloud account that you have activated on several devices and update an app on your iPhone, any other Apple iOS devices are also updated automatically and vice versa.

Your iPhone can update iOS automatically as updates become available. If you'd like to enable this feature, go to Settings➪General➪Software Update➪Automatic Updates. Toggle the Download iOS Updates and Install iOS Updates switches on (green) or disable one or both by toggling them off (white).

WARNING

Sometimes Apple offers iPhone users the ability to install beta software for iOS, which is software that's not been fully tested and could cause problems with features you've become accustomed to. Don't worry because Apple won't force this on you; you have to opt-in to Apple's Beta Software Program and jump through a series of hoops to use beta software. If you decide to use the beta software, you should not use Automatic Updates until you've researched the latest version to make sure features you rely on still function correctly. Honestly, unless you have a compelling reason to enroll in the beta software program (for example, if you're an app developer or simply like living life on the razor's edge), I advise against it.

GAMING WITH APPLE ARCADE

Apple Arcade is an Apple service that allows unlimited gaming for a monthly fee of $4.99, after a free one-month trial. A subscription grants access to a ton of top-flight games that you can play online or download for offline gaming. Up to six family members can use a single subscription, so Apple Arcade is a great way for families to interact and have fun. Games can be played on iPhone, iPad, Apple TV, and Macs. You can even continue a game across devices, jumping from one device to another! The games in Apple Arcade are state-of-the-art and created by the top developers in the business.

Apple Arcade is also available as part of Apple One, which is a bundle of Apple services. If you subscribe to multiple Apple services (such as Apple TV+ or Apple Fitness+), you'll save money by combining your individual subscriptions into an Apple One bundle. Visit `www.apple.com/apple-one/` to find out more about the various Apple One subscriptions.

Enjoy, gamers!

Purchase and Download Games

Time to get your game on!

The iPhone is super for playing games, with its bright screen, portable size, and screen rotation capability as you play and track your motions. You can download game apps from the App Store and play them on your device.

TIP

Although a few games have versions for both Mac and iOS users, the majority are either macOS-version only (macOS is operating system used on Apple's Mac computers) or iOS-version only — something to be aware of when you buy games.

1. Open the App Store.
2. Tap the Games icon at the bottom of the screen (see **Figure 14-13**).
3. Navigate the Games screen:
    - Swipe from right to left to see featured apps in such categories as What We're Playing Today and Editors' Choice.
    - Swipe down to find the Top Paid and Free games or to shop by categories. (Tap See All to view all available categories.)
4. Explore the list of games in the type you selected until you find something you like; tap the game to see its information screen.
5. To install a game, tap the button labeled with either Get or the price (such as $2.99).
6. When the dialog appears at the bottom of the screen, tap Purchase (if it's a paid game, as shown in **Figure 14-14**) or Install (if it's a free game), type your password in the Password field on the next screen, and then tap Sign In to download the game.

    Alternatively, use Touch ID or Face ID (for iPhone models without a Home button) if it's enabled for iTunes and App Store purchases. The dialog box will display Pay with Touch ID, or you'll be prompted to double-click the side button to initiate Face ID authentication (for iPhones without a Home button).

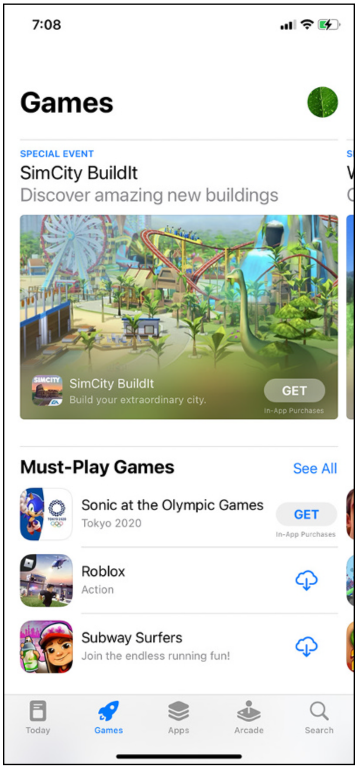

7:08
Games
SPECIAL EVENT
SimCity BuildIt
Discover amazing new buildings
SimCity BuildIt
Build your extraordinary city.
GET
In-App Purchases
Must-Play Games
See All
Sonic at the Olympic Games
Tokyo 2020
GET
In-App Purchases
Roblox
Action
Subway Surfers
Join the endless running fun!
Today
Games
Apps
Arcade
Search

FIGURE 14-13

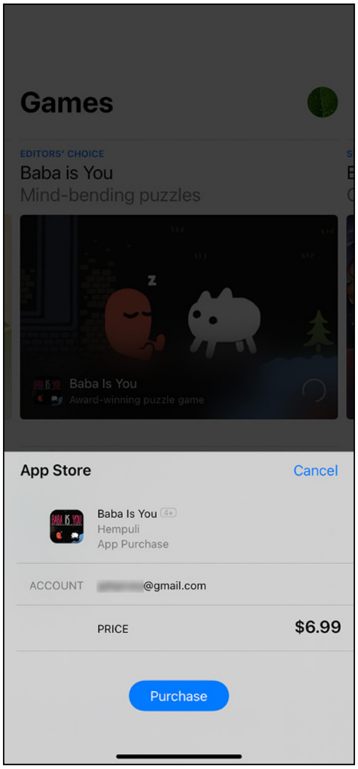

Games
EDITORS' CHOICE
Baba is You
Mind-bending puzzles
Baba Is You
Award-winning puzzle game
App Store
Cancel
Baba Is You 4+
Hempuli
App Purchase
ACCOUNT
@gmail.com
PRICE
$6.99
Purchase

FIGURE 14-14

WARNING

I would warn against using Touch ID or Face ID for iTunes and App Store purchases. I know it's simpler than entering a password, but it can also make it easier for others to make purchases. In case you're wondering how that could be so, my children have tried holding my iPhone in front of my face while I was asleep in a clandestine attempt at purchasing the latest game craze with Face ID — true story. Imagine the kids in your life trying to do the same, and I believe you'll see where I'm coming from.

7. After the game downloads, tap the Open button to go to the downloaded game or find the game's icon on your Home screen and tap to open it.
8. Have fun!

Challenge Friends in Game Center

If you and a friend or family member have both downloaded the same games, you can challenge that person to beat your scores and even join you in a game — if the game supports Game Center interaction. You have to consult the developer's game information to find out if that's the case.

You also need to make sure your Apple ID information is registered for Game Center interaction. To do so, follow these steps:

1. Open the Settings app.
2. Scroll down a bit and tap Game Center.
3. Tap to toggle the Game Center switch on (green) and then tap Continue if prompted.

   You are logged with your Apple ID and password.
4. Toggle the Nearby Players switch on (green) if it isn't already.

   This option enables you to find and invite nearby players who connect with you over Wi-Fi or Bluetooth, assuming the game you want to play supports this functionality.

IN THIS CHAPTER

- » Learn some social media dos and don'ts
- » Find and install social media apps
- » Create a Facebook account
- » Customize Facebook settings
- » Create a Twitter account
- » Create an Instagram account

Chapter 15

Socializing with Facebook, Twitter, and Instagram

Social media apps keep us in close digital contact with friends, family, and the rest of the world, and for some folks have become as important a digital staple as email, if not more so. Facebook, Twitter, and Instagram are some of the most popular social media apps, and therefore I focus on obtaining and setting up these apps for use with your iPhone in this chapter.

Facebook is a platform for sharing posts about your life, with or without photos and video, and allows you to be as detailed as you please in your posts. Twitter, on the other hand, is meant to share information in quick bursts, allowing users only 280 characters in which to alert you to their latest comings and goings. Instagram is basically a photo-sharing app, allowing you to add captions to personalize your pictures.

A Few Social Media Dos and Don'ts

Social media, like most things, has its up sides and down sides. While you can connect with old friends, swap stories with others, and share vacation pics of the family, you're also in danger of being preyed upon by cyber thugs and other ne'er-do-wells prowling the internet. This short list (it's by no means exhaustive) of dos and don'ts will help keep you safe on social media:

- Do connect with family and friends, but keep your social media circle close. It's great to reconnect with people you've not seen a while, but branching out too far can lead to mischief by some who don't know you.
- Do use strong and unique passwords for your accounts. This safeguard makes it tougher for folks with bad intentions to access your account and potentially post things in your name that you otherwise wouldn't condone.
- Do set up privacy controls for each social media account you use. You may want some people to see everything you post, but you may also want to keep certain things (such as birthdays and other personal information) closer to the vest.
- Don't ever share your social security number, credit card numbers, banking accounts, or any other financial information of any kind!
- Don't type in ALL CAPS. It's considered the internet equivalent of yelling. You may mean nothing by it, but since there's no way for your interlocutor to hear or see the context of your text, they could misconstrue your intent. That's how all sorts of social media dust-ups get started.
- Don't accept a friend request from someone you are already friends with on a social media platform. If you're already friends with them on the platform, it's a good indication something fishy's going on. Send a private message to the friend to confirm that they've sent the friend request.

- Don’t believe everything you read! If something sounds too crazy to be true, it probably is. It’s always best — and I do mean always — to research the topic via multiple trustworthy and varied sources before commenting on it in social media environs.

  TIP

  The deluge of false news on social media is beginning to take its toll on society, and social media developers are taking steps to combat the misuse of their platforms. For example, Facebook tries to flag demonstrably false articles and posts while still giving you the option to view them, as is your right. They also provide a page in their Help Center called “Tips to Spot False News” (`www.facebook.com/help/188118808357379`) to help you differentiate false information from the real thing.

- Don’t advertise that you’re on vacation. Wait until you return to post pictures of your dream trip. If someone with ill intent knows that you’re away, they might take advantage of the opportunity to pay your home an unannounced and unwanted visit.

Find and Install Social Media Apps

To begin using social media apps, you first need to find and install them on your iPhone. I focus on Facebook, Twitter, and Instagram in this chapter because they’re currently three of the most popular social media apps, and frankly, I don’t have the space here to discuss more. To find and install the apps using the App Store, follow these steps:

1. Open the App Store.
2. Tap the Search icon at the bottom of the screen.
3. Tap the search field and enter Facebook, Twitter, Instagram, or any other social media app you might be interested in.
4. To download and install the app, tap the button labeled Get or with the price (such as $2.99).
5. When the dialog appears at the bottom of the screen, tap Purchase (if it’s a paid app) or Install (if it’s free), type your password in the

Password field on the next screen, and then tap Sign In to download the app.

Alternatively, use Touch ID if you have it enabled for iTunes and App Store purchases. The dialog will display Pay with Touch ID if you do. iPhone models without a Home button can use Face ID instead of Touch ID. When you're prompted to pay (with Face ID enabled), double-click the side button and glance at your iPhone to initiate payment.

The app will download and install on one of your Home screens.

Create a Facebook Account

You can create a Facebook account from within the Facebook app.

TIP

If you already have a Facebook account, you can simply use that account information to log in.

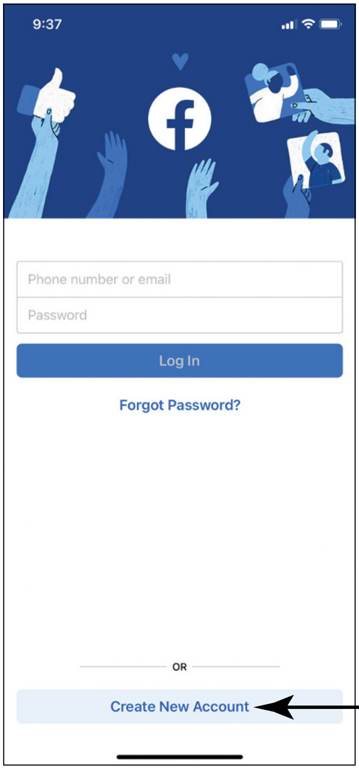
To create an account in the Facebook app, follow these steps:

1. Launch the newly downloaded Facebook app.
2. Tap the Create New Account button near the bottom of the screen, as shown in **Figure 15-1**.
3. Tap Get Started and walk through the steps to complete the registration of your account.

   When finished, you'll be logged into your account in the Facebook app.

TIP

You may create a Facebook account also by visiting its website at `www.facebook.com`.



9:37
Phone number or email
Password
Log In
Forgot Password?
OR
Create New Account
Tap here

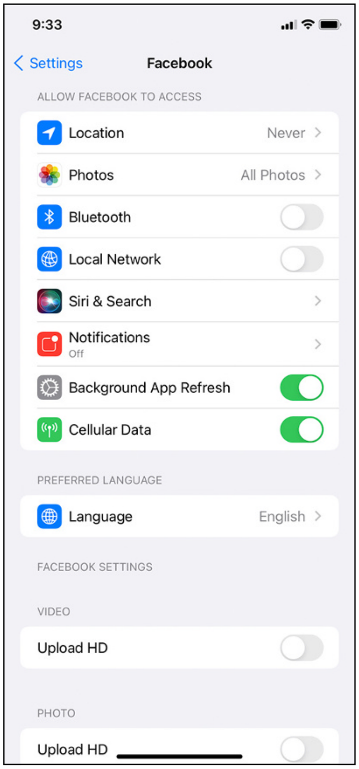
FIGURE 15-1

Customize Facebook Settings for Your iPhone

Facebook has a few settings that you'll want to configure when entering your account information into the Settings app.

1. Open the Settings app.
2. Tap Facebook.
3. Toggle the switches shown in **Figure 15-2** on (green) or off for the following options:
   - *Background App Refresh:* This option allows Facebook to refresh its content in the background (when you aren't using the app).

- *Cellular Data:* Turning this on allows Facebook to refresh itself and enables you to post updates when you aren't connected to a Wi-Fi network.
- *Upload HD:* If you record HD video or take HD photos on your iPhone, these settings allow you to upload these high-quality videos or photos to Facebook. Keep in mind that HD video files and photos are very large and will therefore consume vast quantities of your cellular data allotment, as well as take much longer to upload.



ALLOW FACEBOOK TO ACCESS

Location Never >

Photos All Photos >

Bluetooth ○

Local Network ○

Siri & Search >

Notifications Off >

Background App Refresh ●

Cellular Data ●

PREFERRED LANGUAGE

Language English >

FACEBOOK SETTINGS

VIDEO

Upload HD ○

PHOTO

Upload HD ○

FIGURE 15-2

4. Tap the remaining items in the Allow Facebook to Access section (Location, Photos, Bluetooth, Local Network, Siri & Search, and Notifications) to customize how Facebook can interact with these iOS 15 features. For example, tap Siri & Search and allow or deny Facebook to use Ask Siri.

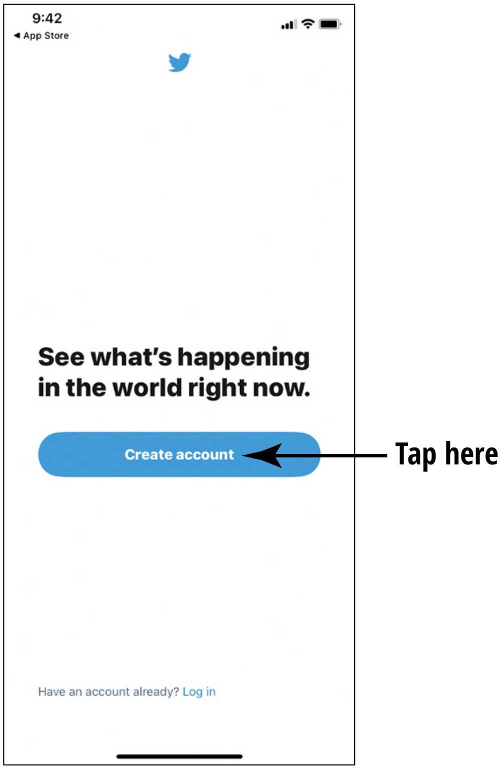
WARNING

If you're a frequent Facebook user and you tend to upload quite a bit of photos and videos, consider toggling the Cellular Data switch off. If you have an account with a cellular provider that provides a limited amount of data, you could be in danger of exceeding your data allotment (which translates into a more expensive bill) if you're a heavy Facebook user.

Create a Twitter Account

To create an account in the Twitter app, follow these steps:

1. Open the Twitter app by tapping its icon.
2. Tap the blue Create Account button in the middle of the screen, as shown in **Figure 15-3**.



See what's happening in the world right now.

FIGURE 15-3

TIP

If you already have a Twitter account, tap the tiny Log In link at the bottom of the screen to log in.

3. Answer the questions the app asks to help you create your account.

   When you're done, the app will log you into your new account.

TIP

You can create an account on the Twitter website at `www.twitter.com`. You can also configure options for Twitter in the Settings app, as detailed for Facebook in the preceding section.

Create an Instagram Account

To create an account in the Instagram app:

1. Open the Instagram app by tapping its icon.
2. Tap the blue Create New Account button in the middle of the screen.

   TIP

   If you already have an Instagram account, tap the small Log In button to access it.
3. Answer the question the app asks to create your account.

   When completed, the app will log you into your new account.

TIP

You can create an account also on the Instagram website at `www.instagram.com`. You may also configure options for Instagram in the Settings app, as explained for Facebook earlier in this chapter. (Note that the Instagram options are more limited than those for Facebook).

4

Enjoying Media

IN THIS PART . . .

Shopping for music, movies, and more

Reading electronic books

Listening to audio

Taking and sharing photos and videos

Getting directions

IN THIS CHAPTER

- » Explore the iTunes Store
- » Buy selections
- » Rent movies
- » Use Apple Pay and Wallet
- » Set up Family Sharing

Chapter 16

Shopping the iTunes Store

The iTunes Store app lets you easily shop for music, movies, and TV shows. As Chapter 17 explains, you can also get electronic and audio books via the Apple Books app.

In this chapter, you learn how to find content in the iTunes Store. You can download the content directly to your iPhone or you can download the content to another device and then sync it to your iPhone. With the Family Sharing feature, which I cover in this chapter, as many as six people in a family can share purchases using the same credit card. Finally, I cover a few options for buying content from other online stores and using Apple Pay to make real-world purchases using a stored payment method.

TIP

I cover opening an iTunes account and downloading iTunes software to your computer in Chapter 4.

Explore the iTunes Store

Visiting the iTunes Store from your iPhone is easy with the iTunes Store app.

TIP

If you're in search of other kinds of content, the Podcasts app (discussed in detail in Chapter 18) and iTunes U app allow you to find and then download podcasts and online courses, respectively, to your phone.

To check out the iTunes Store, follow these steps:

1. Go to your Home screen and tap the iTunes Store icon.
2. Tap the Music icon (if it isn't already selected) in the row of icons at the bottom of the screen. Swipe up and down the screen and you'll find several categories of selections, such as New Music, Today's Hits, and Recent Releases.

   These category names change from time to time.
3. Flick your finger up to scroll through the featured selections or tap the See All button to see more selections in any category, as shown in **Figure 16-1**.

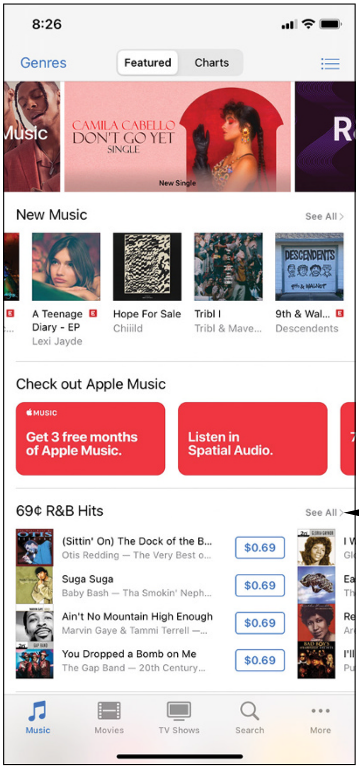
   TIP

   The navigation techniques in these steps work essentially the same in any of the content categories (the icons at the bottom of the screen), which are Music, Movies, and TV Shows.
4. Tap the Charts tab at the top of the screen.

   The screen displays lists of bestselling songs, albums, and music videos in the iTunes Store.
5. Tap any listed item to see more detail, as shown in **Figure 16-2**. Hear a brief preview by tapping the number to the left of a song.

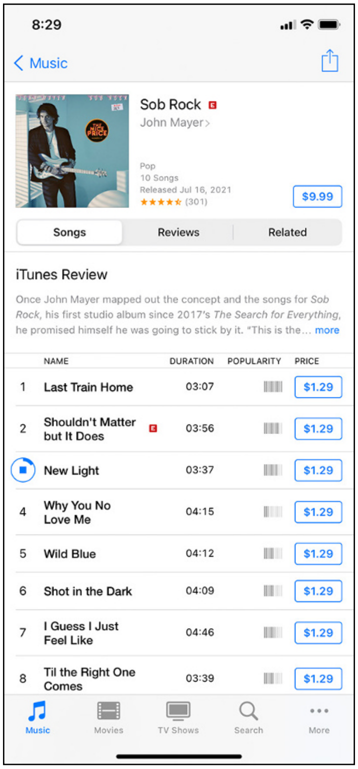
TIP

If you want to use the Genius playlist feature, which recommends additional purchases based on the contents of your library in the iTunes app on your iPhone, tap the More icon at the bottom of the screen, and then tap Genius. If you've made enough purchases in iTunes, song and album recommendations appear based on those purchases as well as the content in your iTunes Match library (a fee-based service discussed in Chapter 18), if you have one.


8:26
Genres
Featured
Charts
Music
CAMILA CABELLO
DON'T GO YET
SINGLE
New Single
New Music
See All >
A Teenage Diary - EP
Lexi Jayde
Hope For Sale
Chiiild
Tribl I
Tribl & Mave...
9th & Wal...
Descendents
Check out Apple Music
MUSIC
Get 3 free months of Apple Music.
Listen in Spatial Audio.
69¢ R&B Hits
See All >
(Sittin' On) The Dock of the B...
Otis Redding — The Very Best o...
$0.69
Suga Suga
Baby Bash — Tha Smokin' Neph...
$0.69
Ain't No Mountain High Enough
Marvin Gaye & Tammi Terrell —...
$0.69
You Dropped a Bomb on Me
The Gap Band — 20th Century...
$0.69
Music
Movies
TV Shows
Search
More

Tap See All

FIGURE 16-1


8:29
Music
Sob Rock
John Mayer >
Pop
10 Songs
Released Jul 16, 2021
★★★★☆ (301)
$9.99
Songs
Reviews
Related
Music
Movies
TV Shows
Search
More

iTunes Review

Once John Mayer mapped out the concept and the songs for *Sob Rock*, his first studio album since 2017's *The Search for Everything*, he promised himself he was going to stick by it. "This is the… more

	NAME	DURATION	POPULARITY	PRICE
1	Last Train Home	03:07		$1.29
2	Shouldn't Matter but It Does	03:56		$1.29
■	New Light	03:37		$1.29
4	Why You No Love Me	04:15		$1.29
5	Wild Blue	04:12		$1.29
6	Shot in the Dark	04:09		$1.29
7	I Guess I Just Feel Like	04:46		$1.29
8	Til the Right One Comes	03:39		$1.29

FIGURE 16-2

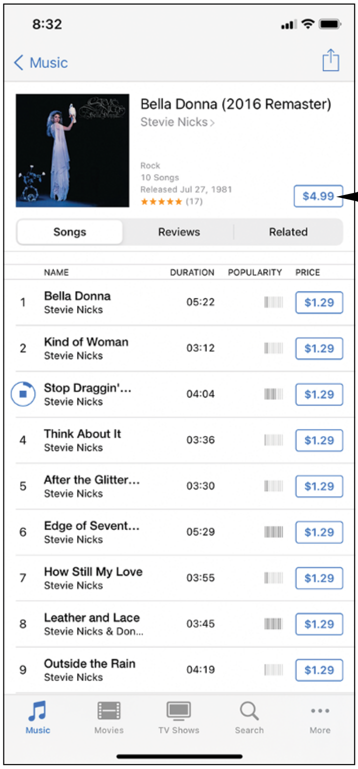
Buy a Selection

Once you have found that new tune you can't live without, or have rediscovered those older tracks that bring back so many memories, you may decide to purchase them for your collection.

1. When you find an item that you want to buy, tap the button that shows the price (if it's a selection available for purchase, as shown in **Figure 16-3**) or the button labeled Get (if it's a selection available for free).

TIP

If you want to buy music, you can open the description page for an album and tap the album price, or buy individual songs rather than the entire album. Tap the price for a song and then proceed to purchase it.



Bella Donna (2016 Remaster)
Stevie Nicks
Rock
10 Songs
Released Jul 27, 1981
★★★★★ (17)
$4.99

Price button

	NAME	DURATION	POPULARITY	PRICE
1	Bella Donna Stevie Nicks	05:22		$1.29
2	Kind of Woman Stevie Nicks	03:12		$1.29
	Stop Draggin'... Stevie Nicks	04:04		$1.29
4	Think About It Stevie Nicks	03:36		$1.29
5	After the Glitter... Stevie Nicks	03:30		$1.29
6	Edge of Sevent... Stevie Nicks	05:29		$1.29
7	How Still My Love Stevie Nicks	03:55		$1.29
8	Leather and Lace Stevie Nicks & Don...	03:45		$1.29
9	Outside the Rain Stevie Nicks	04:19		$1.29

FIGURE 16-3

2. When the dialog appears at the bottom of the screen, tap Purchase, type your password in the Password field on the next screen, and then tap Sign In to buy the item.

   Alternatively, use Touch ID if you have it enabled for iTunes and App Store purchases. The dialog displays Pay with Touch ID if you do. Also, users of an iPhone without a Home button can use Face ID; when asked to pay, double-click the side button and look at your iPhone to authenticate.

   The item begins downloading and the cost, if any, is automatically charged against your account.

3. When the download finishes, tap OK in the Purchase Complete message.

   You can now view the content using the Music or TV app, depending on the type of content.

TIP

If you aren't near a Wi-Fi hotspot, downloading over your cellular network might be your only option. Tap Settings and then tap Cellular. Scroll down to the Cellular Data section, find iTunes Store, and set the switch to on (green). It's a good idea to go through the list of apps while you're there and enable or disable apps as you see the need.

WARNING

Music files are large, usually several megabytes per track. You could incur hefty data charges with your cellular provider if you run over your allotted data.

Rent Movies

In the case of movies, you can either rent or buy content. If you rent, which is often less expensive but only a one-time deal, you have 30 days from the time you rent the item to begin watching it. After you have begun to watch it, you have 48 hours from that time to watch it on the same device, as many times as you like.

WARNING

Music files are large, but movie files are much, much larger. I highly recommend downloading movie files only via Wi-Fi, if possible. Plus, they'll typically download much more quickly.

Here's how to rent a movie:

1. With the iTunes Store open, tap the Movies icon.
2. Locate the movie you want to rent and tap it, as shown in **Figure 16-4**.
3. In the detailed description of the movie that appears, tap the Rent button (if it's available for rental), as shown in **Figure 16-5**.

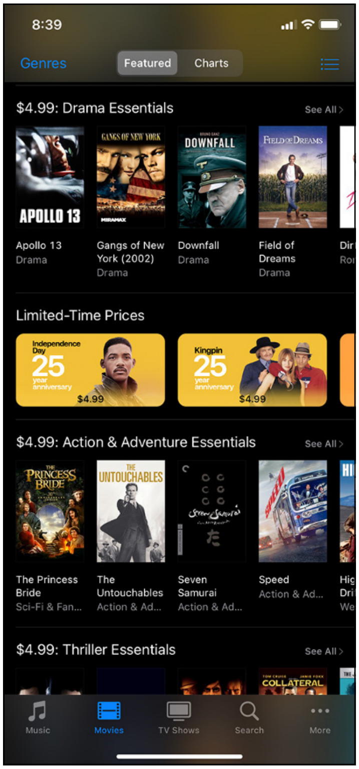
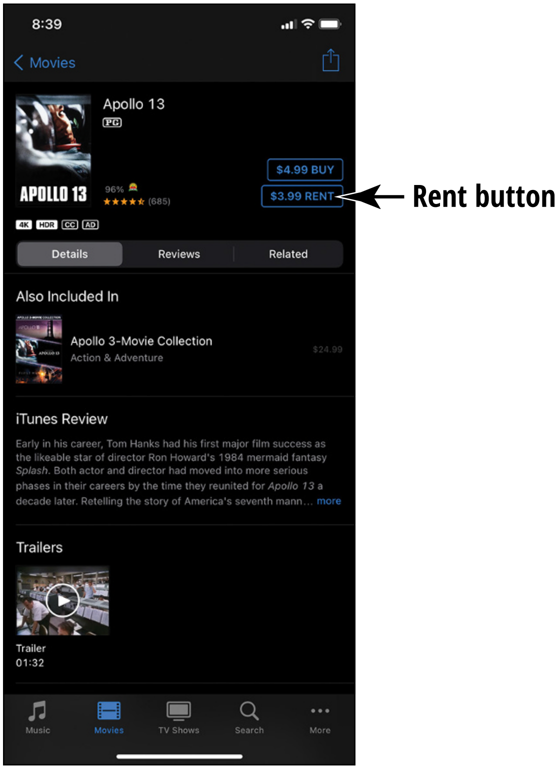

8:39
Genres
Featured
Charts
$4.99: Drama Essentials
See All
Apollo 13
Drama
Gangs of New York (2002)
Drama
Downfall
Drama
Field of Dreams
Drama
Limited-Time Prices
Independence Day 25 year anniversary
$4.99
Kingpin 25 year anniversary
$4.99
$4.99: Action & Adventure Essentials
See All
The Princess Bride
Sci-Fi & Fan...
The Untouchables
Action & Ad...
Seven Samurai
Action & Ad...
Speed
Action & Ad...
$4.99: Thriller Essentials
See All
Music
Movies
TV Shows
Search
More

FIGURE 16-4


8:39
Movies
Apollo 13
PG
96%
(685)
$4.99 BUY
$3.99 RENT
4K
HDR
CC
AD
Details
Reviews
Related
Also Included In
Apollo 3-Movie Collection
Action & Adventure
$24.99
iTunes Review

Early in his career, Tom Hanks had his first major film success as the likeable star of director Ron Howard's 1984 mermaid fantasy *Splash*. Both actor and director had moved into more serious phases in their careers by the time they reunited for *Apollo 13* a decade later. Retelling the story of America's seventh mann… more

Trailers
Trailer
01:32
Music
Movies
TV Shows
Search
More

Rent button

FIGURE 16-5

4. When the dialog appears at the bottom of the screen, tap Rent, type your password in the Password field on the next screen, and then tap Sign In to rent the item.

   Alternatively, use Touch ID if you have it enabled for iTunes and App Store purchases. The dialog displays Pay with Touch ID if you do. If your iPhone doesn't have a Home button, you can use Face ID; when asked to pay, double-click the side button and look at your iPhone to authenticate.

   The movie begins to download to your iPhone immediately, and your account is charged the rental fee. After the download is complete, you can use the TV app to watch it. (See Chapter 20 to read about how this app works.)

TIP

You can also download content to your computer and sync it to your iPhone. Refer to Chapter 4 for more about this process.

Use Apple Pay and Wallet

Apple is the creator of an increasingly popular method of paying for items by using your iPhone (or other Apple devices). It's called Apple Pay. Fancied as a mobile wallet, this service uses the Touch ID feature built into your iPhone's Home button (or the Face ID feature if your iPhone doesn't have a Home button) to identify you and any credit cards you've stored at the iTunes Store to make payments via a feature called Wallet.

Your credit card information isn't stored on your phone, and Apple doesn't know a thing about your purchases. In addition, Apple considers Apple Pay safer than paying with a credit card at the store because the store cashier doesn't even have to know your name.

To set up Apple Pay, go to Settings and tap Wallet & Apple Pay. Add information about a credit card and then double-tap the Home button (side button for iPhone models without a Home button) when the lock screen is displayed to initiate a purchase. You can also make settings from the Wallet app itself. For more information on Apple Pay, check out `www.apple.com/apple-pay`, and to find more on Apple Wallet, visit `www.apple.com/wallet`.

TIP

According to Apple, Apple Pay is accepted by over 85 percent of retailers in the United States.

Set Up Family Sharing

Family Sharing is a feature that allows as many as six people in your family to share whatever anyone in the group has purchased from the iTunes, Apple Books, and App Stores even though you don't share Apple IDs. Your family must all use the same credit card to purchase items (tied to whichever Apple ID is managing the family); you can approve purchases by children under 13 years of age. (This age can vary depending on your country or region.) You can also share calendars, photos, and a family calendar.

Start by turning on Family Sharing.

1. Tap Settings and then tap the Apple ID at the top of the screen.
2. Tap Set Up Family Sharing.
3. Tap Get Started. On the next screen, you can add a photo for your family. Tap Continue.
4. On the Share Purchases screen, tap Share Purchases from a different account to use another Apple account.
5. Tap Continue and select the payment method you want to use. Tap Continue.
6. On the next screen, tap Add Family Member. Enter the person's name (assuming that this person is listed in your contacts) or email address.

   An invitation is sent to the person's email. When the invitation is accepted, the person is added to your family.
7. To add additional family members, go to Settings ➪ *Apple ID account name* ➪ Family Sharing, and tap the blue Add Member button. Follow the steps as prompted.

TECHNICAL STUFF

The payment method for this family is displayed under Shared Payment Method in this screen. All those involved in a family have to use a single payment method for family purchases.

There's also a link called Create a Child Account. When you click this link and enter information to create the ID, the child's account is automatically added to your Family and retains the child status until the child turns 13. If a child accesses iTunes to buy something, a prompt appears to ask permission. You get an Ask to Buy notification on your phone and via email. You can then accept or decline the purchase, giving you control over your child's spending in the iTunes Store.

IN THIS CHAPTER

- » Discover e-reading
- » Find books
- » Navigate and search a book
- » Make it easier to read your e-books

Chapter 17

Reading Books

A traditional e-reader is a device that's used primarily to read the electronic version of books, magazines, and newspapers. Apple's free app that turns your iPhone into an e-reader is Apple Books (formerly known as iBooks). This app also enables you to buy and download e-books and audiobooks from the Apple Book Store (offering millions of books and growing by the day).

In this chapter, I help you discover the options available for reading material and how to buy books. You also learn how to navigate a book or periodical and adjust the brightness and type.

Find Books with Apple Books

The Apple Books app isn't much to look at unless it's populated with books for you to peruse and enjoy. As always, Apple has already thought this through and provided their Book Store for you to explore.

To shop using Apple Books:

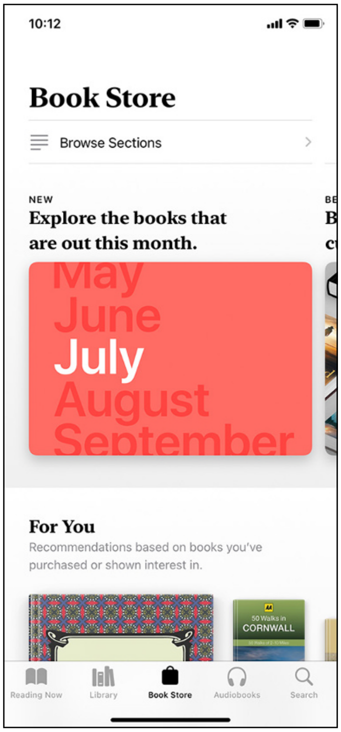
1. Tap the Apple Books application icon to open it.

   It's on your first Home screen and looks like a white book against an orange background; it's also labeled Books.

2. Tap the Book Store icon at the bottom of the screen.

3. In the Book Store, shown in **Figure 17-1**, featured titles and suggestions (based on your past reading habits and searches) are shown. You can do any of the following to find a book:

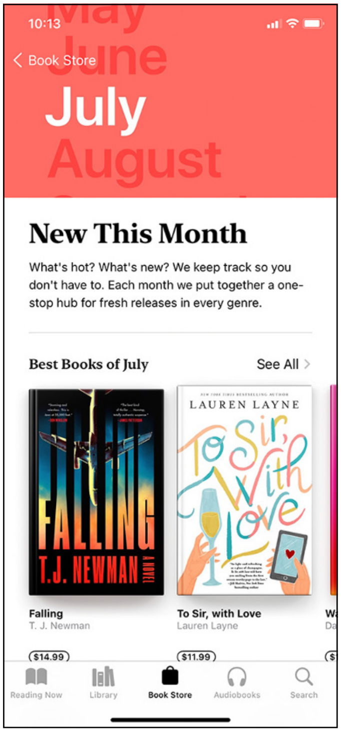
   - Tap the Search icon in the bottom right of the screen, tap in the search field that appears, and then type a search word or phrase using the onscreen keyboard.
   - Swipe left or right to see and read articles and suggestions for the latest books in various categories, such as New (shown in **Figure 17-2**) and Bestsellers (current popular titles).


10:12
Book Store
Browse Sections
NEW
May
June
July
August
September
For You
Reading Now
Library
Book Store
Audiobooks
Search

Explore the books that are out this month.

Recommendations based on books you've purchased or shown interest in.

FIGURE 17-1


10:13
Book Store
May
June
July
August
Best Books of July
See All
Falling
T. J. Newman
$14.99
To Sir, with Love
Lauren Layne
$11.99
Reading Now
Library
Book Store
Audiobooks
Search

New This Month

What's hot? What's new? We keep track so you don't have to. Each month we put together a one-stop hub for fresh releases in every genre.

FIGURE 17-2

- Scroll down the Book Store's main page to see links to popular categories of books, as shown in **Figure 17-3**. Tap a category to view those selections.
- Scroll down to Top Charts to view both paid and free books listed on top bestseller lists. Tap the See More Paid or See More Free button in Top Charts to focus on books that are the latest hits in those charts.
- Swipe further down the screen to find a list of genres. Tap All Genres to see everything the Book Store has to offer.
- Back on the main screen of the Book Store, tap Browse Sections under Book Store (at the top of the Book Store screen, if you've scrolled down) to open the Browse Sections menu, shown in **Figure 17-4**. From here you can easily scroll up and down the screen to browse book store sections and genres.
- Tap a suggested selection or featured book to read more information about it.

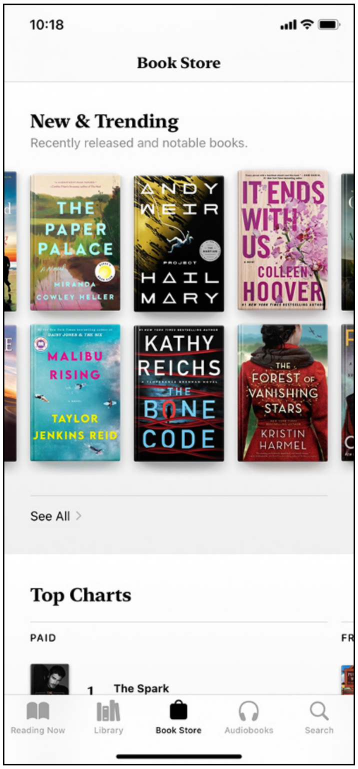

10:18
Book Store
New & Trending
Recently released and notable books.
THE PAPER PALACE
MIRANDA COWLEY HELLER
ANDY WEIR
PROJECT HAIL MARY
IT ENDS WITH US
COLLEEN HOOVER
MALIBU RISING
TAYLOR JENKINS REID
KATHY REICHS
THE BONE CODE
THE FOREST OF VANISHING STARS
KRISTIN HARMEL
See All
Top Charts
PAID
1 The Spark
Reading Now
Library
Book Store
Audiobooks
Search

FIGURE 17-3

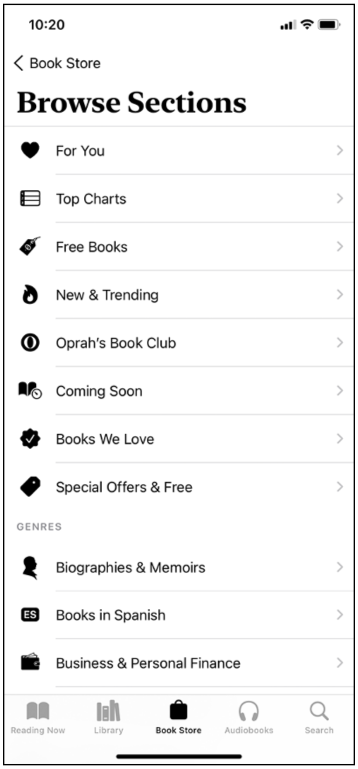

10:20
Book Store
Browse Sections
For You
Top Charts
Free Books
New & Trending
Oprah's Book Club
Coming Soon
Books We Love
Special Offers & Free
GENRES
Biographies & Memoirs
Books in Spanish
Business & Personal Finance
Reading Now
Library
Book Store
Audiobooks
Search

FIGURE 17-4

TIP

Many books let you download free samples before you buy. You get to read several pages of the book to see whether it appeals to you, and it doesn't cost you a dime! Look for the Sample button when you view a book's details. (The button usually appears below the price of the book.)

Buy Books

If you've set up an account with iTunes, you can buy books at the Apple Book Store using the Apple Books app. (See Chapter 4 for more about iTunes.)

1. Open Apple Books, tap Book Store, and begin looking for a book.
2. When you find a book in the Book Store, you can buy it by tapping it and then tapping the Buy|price button or the Get button (if it's free), as shown in **Figure 17-5**.

   If you'd like to keep this book in mind for a future purchase, tap the Want to Read button. Or to download a few pages to read before you commit your hard-earned dollars, tap Sample.
3. When the dialog appears at the bottom of the screen, tap Purchase, type your password in the Password field on the next screen, and then tap Sign In to buy the book.

   Alternatively, use Touch ID (or Face ID for iPhone models without Home buttons) if you have it enabled for iTunes and App Store purchases. The dialog displays Pay with Touch ID. iPhone users without a Home button see a prompt on the right side of the screen to double-click the side button and glance at the iPhone to authenticate with Face ID.

   The book begins downloading, and the cost, if any, is automatically charged to your account.
4. When the download finishes, tap OK in the Purchase Complete message. Find your new purchase by tapping the Library icon at the bottom of the screen.

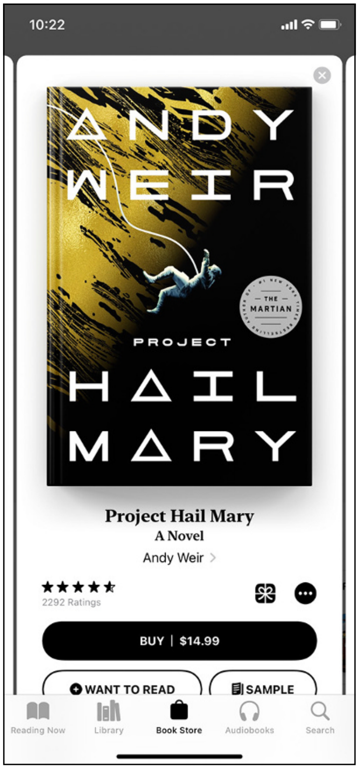

10:22
ANDY WEIR
THE MARTIAN
PROJECT HAIL MARY
Project Hail Mary
A Novel
Andy Weir
2292 Ratings
BUY | $14.99
WANT TO READ
SAMPLE
Reading Now
Library
Book Store
Audiobooks
Search

FIGURE 17-5

TIP

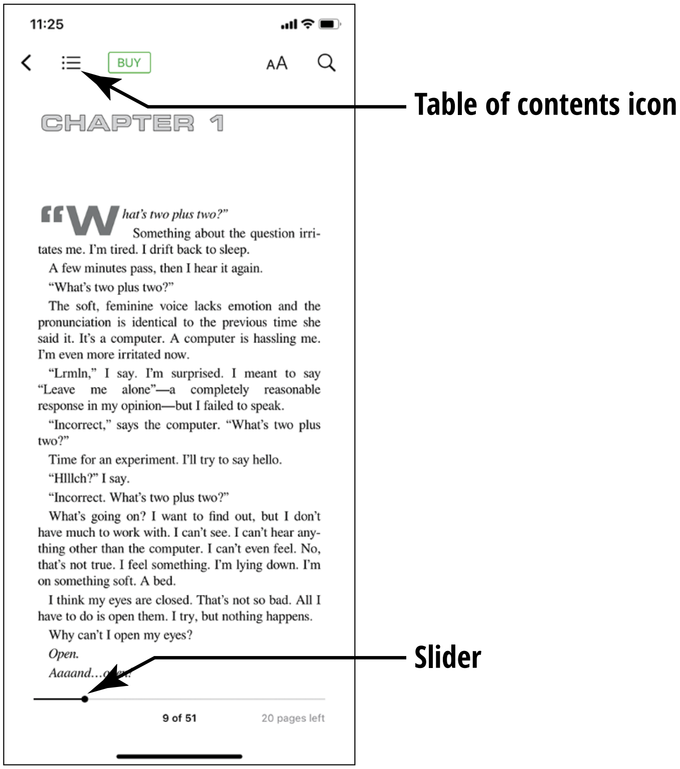
Books that you’ve downloaded to your computer can be accessed from any Apple device through iCloud. Content can also be synced with your iPhone by using the Lightning-to-USB cable and your iTunes account, or by using the wireless iTunes Wi-Fi Sync setting on the General Settings menu. See Chapter 4 for more about syncing.

Navigate a Book

Getting around in Apple Books is half the fun!

1. Open Apple Books and, if your library isn’t already displayed, tap the Library icon (four books on a shelf) at the bottom of the screen.

2. Tap a book to open it. The book opens to its title page or the last spot you read on any compatible device.
3. Take any of these actions to navigate the book:
   - *To go to the book's table of contents:* Tap the table of contents icon at the top of the page (see **Figure 17-6**) and then tap the name of a chapter to go to it.



CHAPTER 1

"*What's two plus two?*"

Something about the question irritates me. I'm tired. I drift back to sleep.

A few minutes pass, then I hear it again.

"What's two plus two?"

The soft, feminine voice lacks emotion and the pronunciation is identical to the previous time she said it. It's a computer. A computer is hassling me. I'm even more irritated now.

"Lrmln," I say. I'm surprised. I meant to say "Leave me alone"—a completely reasonable response in my opinion—but I failed to speak.

"Incorrect," says the computer. "What's two plus two?"

Time for an experiment. I'll try to say hello.

"Hlllch?" I say.

"Incorrect. What's two plus two?"

What's going on? I want to find out, but I don't have much to work with. I can't see. I can't hear anything other than the computer. I can't even feel. No, that's not true. I feel something. I'm lying down. I'm on something soft. A bed.

I think my eyes are closed. That's not so bad. All I have to do is open them. I try, but nothing happens.

Why can't I open my eyes?

Open.

Aaaand…open!

FIGURE 17-6

TIP

If you don't see the table of contents icon, simply tap the screen once to display the navigation controls.

   - *To turn to the next page:* Place your finger anywhere along the right edge of the page and tap or flick to the left.

- *To turn to the preceding page:* Place your finger anywhere on the left edge of a page and tap or flick to the right.
- *To move to another page in the book:* Press and hold down on the slider, and drag it at the bottom of the page (refer to Figure 17-6) to the right or left.

TIP

Return to the library to view another book at any time by tapping the back icon (<) in the upper-left corner of the screen. If the icon isn't visible, tap anywhere on the page, and the icon and other tools will appear.

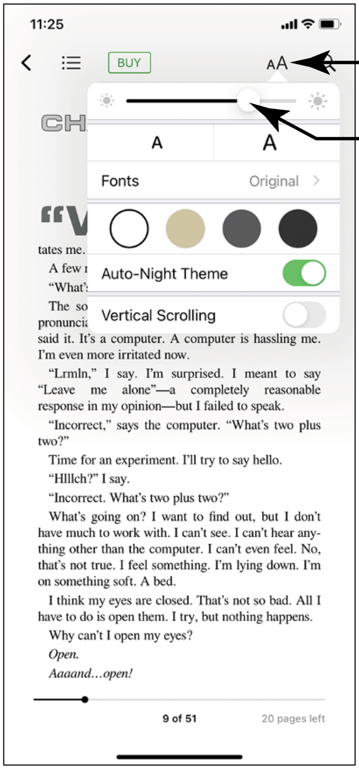
Adjust Brightness in Apple Books

Apple Books offers an adjustable brightness setting that you can use to make your book pages more comfortable to read.

1. With a book open, tap the display settings icon (labeled in **Figure 17-7**.
2. On the Brightness setting that appears at the top, press and hold down on the slider, and then drag it to the right to make the screen brighter or to the left to dim it.
3. Tap anywhere on the page to close the Display Settings dialog.

TIP

Bright-white screens are commonly thought to be hard on the eyes, so setting the brightness halfway relative to its default setting or less is probably a good idea (and saves on battery life).



Display settings icon

Brightness slider

Fonts Original

Auto-Night Theme ●

Vertical Scrolling ○

tates me.

A few r

“What’

The so

pronuncia said it. It’s a computer. A computer is hassling me. I’m even more irritated now.

“Lrmln,” I say. I’m surprised. I meant to say “Leave me alone”—a completely reasonable response in my opinion—but I failed to speak.

“Incorrect,” says the computer. “What’s two plus two?”

Time for an experiment. I’ll try to say hello.

“Hlllch?” I say.

“Incorrect. What’s two plus two?”

What’s going on? I want to find out, but I don’t have much to work with. I can’t see. I can’t hear anything other than the computer. I can’t even feel. No, that’s not true. I feel something. I’m lying down. I’m on something soft. A bed.

I think my eyes are closed. That’s not so bad. All I have to do is open them. I try, but nothing happens.

Why can’t I open my eyes?

Open.

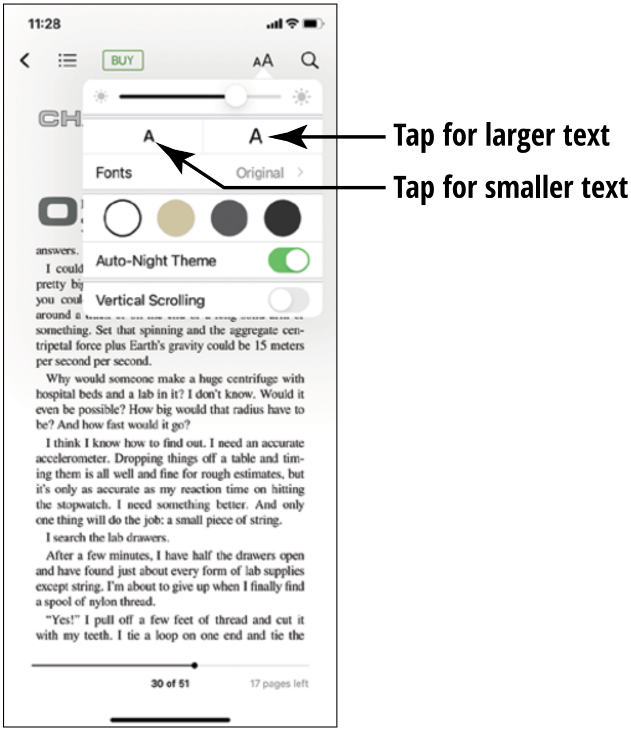
Aaaand...open!

FIGURE 17-7

Change the Font Size and Type

If the type on your screen is a bit small for you to make out, you might want to change to a larger font size or choose a different font for readability.

1. With a book open, tap the display settings icon (AA).
2. In the dialog box that appears (shown in **Figure 17-8**), tap the smaller A, on the left, to use smaller text, or tap the larger A, on the right, to use larger text.
3. Tap Fonts. The list of fonts shown in **Figure 17-9** appears.
4. Tap a font name to select it. The font changes on the book page.



Tap for larger text

Tap for smaller text

answers.
I could
pretty bi
you cou
around a

something. Set that spinning and the aggregate centripetal force plus Earth's gravity could be 15 meters per second per second.

Why would someone make a huge centrifuge with hospital beds and a lab in it? I don't know. Would it even be possible? How big would that radius have to be? And how fast would it go?

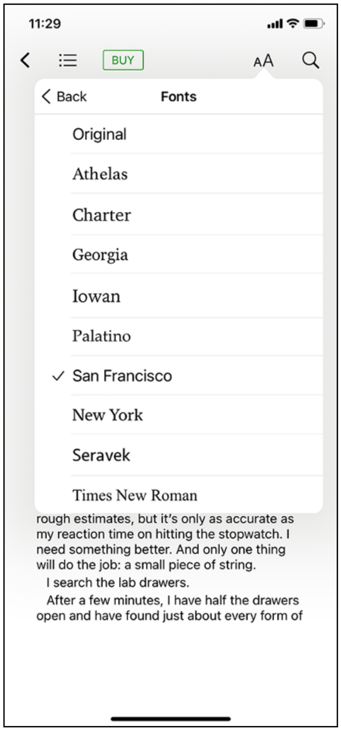
I think I know how to find out. I need an accurate accelerometer. Dropping things off a table and timing them is all well and fine for rough estimates, but it's only as accurate as my reaction time on hitting the stopwatch. I need something better. And only one thing will do the job: a small piece of string.

I search the lab drawers.

After a few minutes, I have half the drawers open and have found just about every form of lab supplies except string. I'm about to give up when I finally find a spool of nylon thread.

"Yes!" I pull off a few feet of thread and cut it with my teeth. I tie a loop on one end and tie the

FIGURE 17-8



rough estimates, but it's only as accurate as my reaction time on hitting the stopwatch. I need something better. And only one thing will do the job: a small piece of string.

I search the lab drawers.

After a few minutes, I have half the drawers open and have found just about every form of

FIGURE 17-9

5. If you want a sepia tint on the pages, which can be easier on the eye, or if you want to reverse the text and background colors, tap the back icon in the upper left of the Fonts list to go back to the Display Settings dialog, and then tap one of the screen color options (colored circles) to activate it.
6. To return to your book, tap outside the Display Settings dialog.

TIP

Some fonts appear a bit larger on your screen than others because of their design. If you want the largest font, use Iowan.

TIP

Toggle the Vertical Scrolling switch in the Display Settings dialog if you'd like to navigate the book's pages by scrolling up and down the screen, as opposed to swiping from side to side as in a traditional book.

IN THIS CHAPTER

- View the library and create playlists
- Search for music
- Play and shuffle music
- Listen with earbuds
- Check out spatial audio
- Use AirPlay
- Play music with the Radio app
- Find, subscribe to, and play podcasts

Chapter 18

Enjoying Music and Podcasts

iOS 15 includes an app called Music that allows you to take advantage of your iPhone's amazing little sound system to play your favorite music or other audio files.

In this chapter, you get acquainted with the Music app and its features that allow you to sort and find music and control playback. You also get an overview of AirPlay for accessing and playing your music over a home network or over any connected device (this also works with videos and photos). Finally, I introduce you to podcasts to enhance your listening pleasure.

View the Music Library

The library in Music contains the music or other audio files that you've placed on your iPhone, either by purchasing them through the iTunes Store or copying them from your computer. Time to see how to work with those files on your iPhone.

1. Tap the Music app, which is located in the dock on the Home screen.

   The Music library appears, as shown **Figure 18-1**. You can view music by categories — Playlists, Artists, Albums, Songs, or Downloaded music — and by music you're recently added.
2. Swipe down the screen to scroll through the Recently Added section of the Music app's Library.
3. Tap a category to see music in that category, such as the albums category in **Figure 18-2**). Tap Library in the upper-left corner to return to the main Library screen.

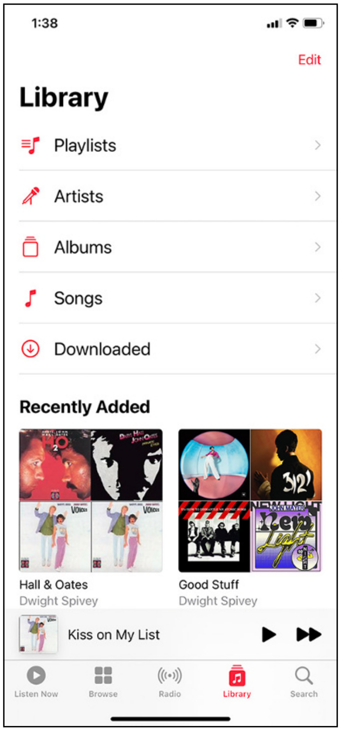

1:38
Edit
Library
Playlists
Artists
Albums
Songs
Downloaded
Recently Added
Hall & Oates
Dwight Spivey
Good Stuff
Dwight Spivey
Kiss on My List
Listen Now
Browse
Radio
Library
Search

FIGURE 18-1

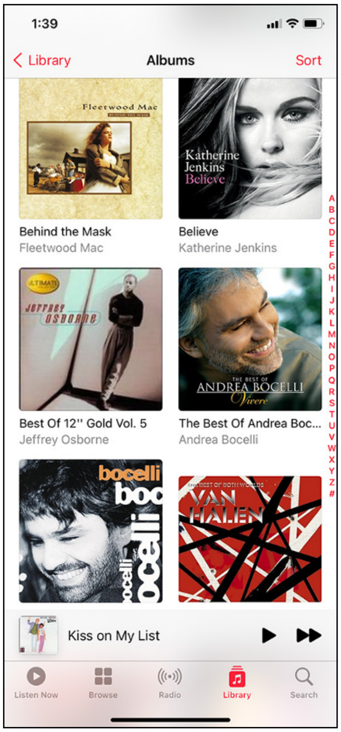
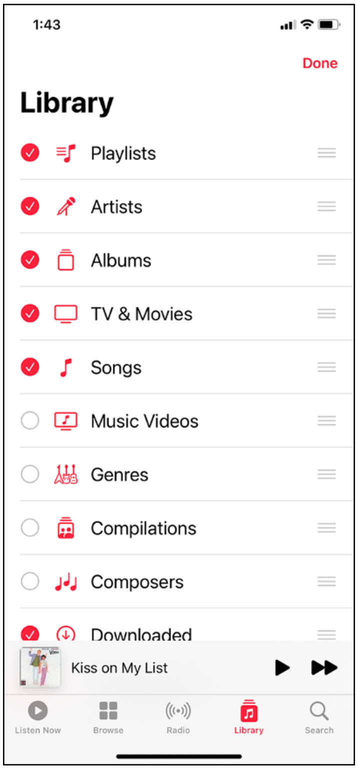

1:39
Library
Albums
Sort
Behind the Mask
Fleetwood Mac
Believe
Katherine Jenkins
Best Of 12" Gold Vol. 5
Jeffrey Osborne
The Best Of Andrea Boc...
Andrea Bocelli
Kiss on My List
Listen Now
Browse
Radio
Library
Search

FIGURE 18-2

TIP

The iTunes Store has several free items that you can download and use to play around with the features in Music. You can also sync content (such as Smart Playlists stored on your computer or other Apple devices) to your iPhone, and play it using the Music app. (See Chapter 4 for more about syncing and Chapter 16 for more about getting content from iTunes.)

4. To change the list of displayed categories:
   a. Tap Edit in the upper-right corner.
   b. Tap the check box to the left of categories you'd like to use to sort your Music library, and deselect the categories you don't want to use, as shown in **Figure 18-3**.
   c. Tap Done in the upper-right corner when you're finished.



● Playlists
● Artists
● Albums
● TV & Movies
● Songs
○ Music Videos
○ Genres
○ Compilations
○ Composers
● Downloaded

FIGURE 18-3

TIP

Apple offers a service called iTunes Match (visit `https://support.apple.com/en-us/HT204146` for more information). You pay $24.99 per year for the capability to match the music you've bought from other providers (and stored in the music library on your computer) to what's in Apple's Music Library. If there's a match (and there usually is), that content is added to your music library on iCloud. Then, using iCloud, you can sync the content among all your Apple devices. Is this service worth $24.99 a year? That's up to you, my friend. However, for a few bucks more, you can have the benefits of iTunes Match plus access to millions of songs across all your Apple devices by using another Apple service: Apple Music. There's more about Apple Music later in this chapter, but for more info about subscribing and what a full-blown Apple Music subscription offers, check out `www.apple.com/apple-music`.

Create Playlists

You can create your own playlists to put tracks from various sources into collections of your choosing.

1. Tap the Playlists category at the top of the Library screen. Then tap New Playlist.
2. In the screen that appears (see **Figure 18-4**), tap Playlist Name and enter a title for the playlist. You may also tap the Description area to describe the contents of the playlist (for example, "My favorite songs from high school" or "Romantic songs for romantic times").
3. To find the tracks you're looking for, tap Add Music (you may need to swipe up to see it); search for music by artist, title, or lyrics; or tap Library and browse.
4. In the list of selections that appears (see **Figure 18-5**), tap the plus sign to the right of each item you want to include (for individual songs, entire albums, or artists). Continue until you've selected all the songs you want to add to the playlist.

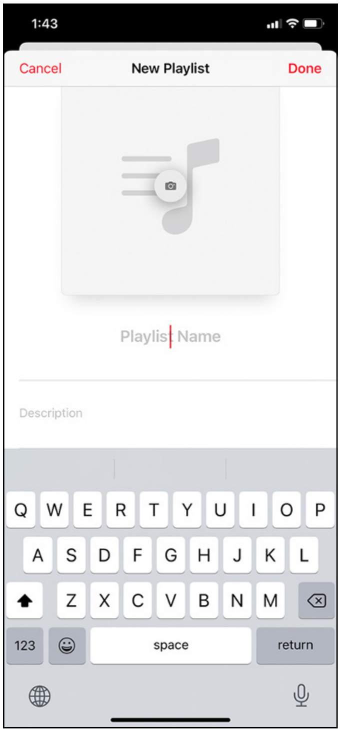
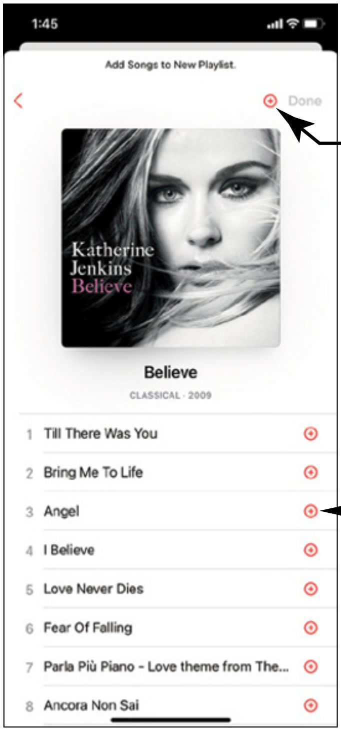

1:43
Cancel
New Playlist
Done
Playlist Name
Description
Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M
123
space
return

FIGURE 18-4


1:45
Add Songs to New Playlist
Done
Katherine Jenkins Believe
Believe
CLASSICAL · 2009

1 Till There Was You
2 Bring Me To Life
3 Angel
4 I Believe
5 Love Never Dies
6 Fear Of Falling
7 Parla Più Piano - Love theme from The...
8 Ancora Non Sai

Add album to playlist

Add song to playlist

FIGURE 18-5

5. To finish adding tracks to the playlist, tap the Done button in the upper-right corner. Then tap Done (same location) on the next screen to return to the Playlists screen.

   Your playlist appears in the list, and you can now play it by tapping the list name and then tapping a track to play it.

Search for Music

You can search for an item in your Music library by using the Search feature.

1. With Music open, tap the Search button at the bottom of the screen.

   The Search screen appears showing recent searches and trending searches, along with a search field at the top of the screen.

2. Tap the search field to display the Apple Music and Your Library tabs, as shown in **Figure 18-6**. Then tap Your Library tab to search for songs stored on your iPhone, or tap Apple Music to search the Apple Music library.

   You may search for items in Apple Music, but you must be subscribed to the service to play selections from it.

3. Enter a search term in the search field.

   As you type, you see results, which narrow as you continue to type, as shown in **Figure 18-7**.

4. Tap an item in the results to view or play it.

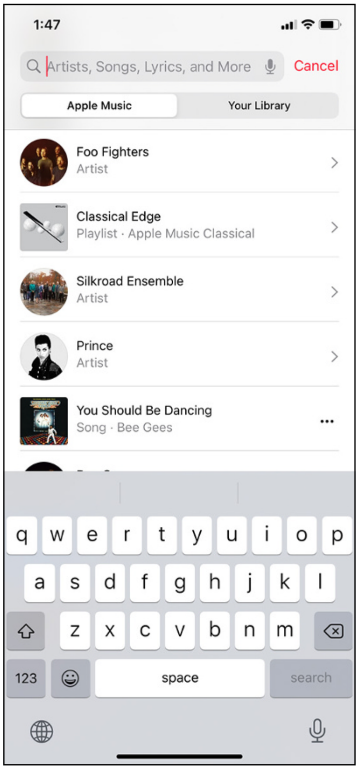

1:47
Artists, Songs, Lyrics, and More
Cancel
Apple Music
Your Library
Foo Fighters
Artist
Classical Edge
Playlist · Apple Music Classical
Silkroad Ensemble
Artist
Prince
Artist
You Should Be Dancing
Song · Bee Gees
space
search

FIGURE 18-6

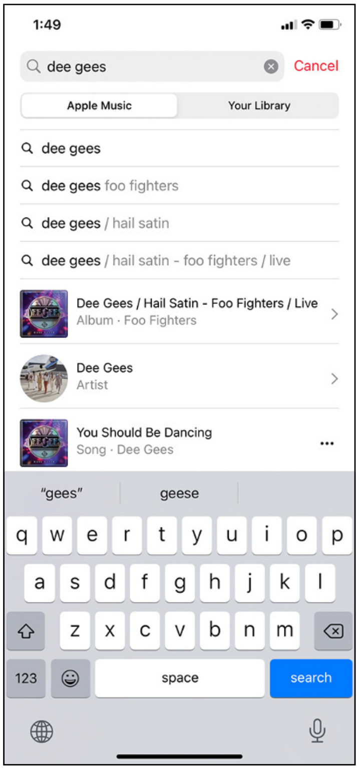

1:49
dee gees
Cancel
Apple Music
Your Library
dee gees
dee gees foo fighters
dee gees / hail satin
dee gees / hail satin - foo fighters / live
Dee Gees / Hail Satin - Foo Fighters / Live
Album · Foo Fighters
Dee Gees
Artist
You Should Be Dancing
Song · Dee Gees
"gees"
geese
space
search

FIGURE 18-7

TIP

In the search field, you can enter an artist's name, a lyricist's or a composer's name, a word from the item's title, or even lyrics.

TIP

To search for and play a song in your music libraries from the Home screen (without even opening the Music app), use the Search feature. From the Home screen, swipe down from the screen anywhere outside the dock and enter the name of the song in the search field. A list of search results appears. Just tap the song you're searching for (you may have to scroll down the screen a bit to see it) and you'll be whisked away to it in the Music app.

Play Music

Now that you know how to find your music (which will be more and more handy as your library grows), let's have some real fun by playing it!

TIP

You can use Siri to play music hands free. Just press and hold down on the Home button (or the side button if your iPhone doesn't have a Home button). When Siri appears, say something like "play 'Gypsy'" or "play 'Don't Know Why' by Norah Jones."

To play music on your iPhone, follow these steps:

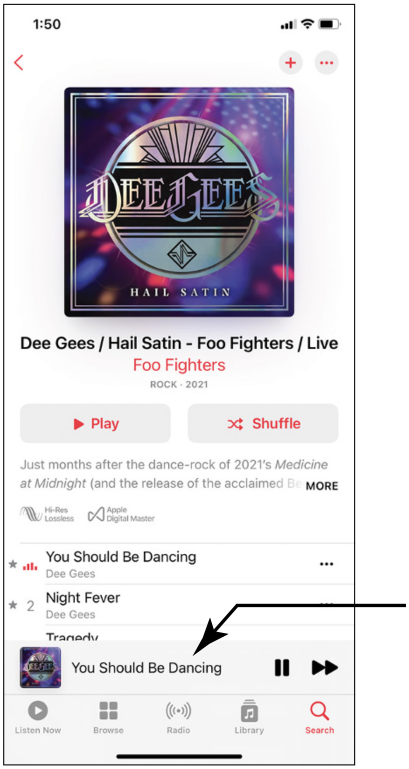
1. Locate the music that you want by using the methods described in previous tasks in this chapter.
2. Tap the item you want to play.

   If you're displaying the Songs category, you don't have to tap an album to open a song; you need only tap the song to play it. If you're using any other categories, you have to tap items such as albums (or multiple songs from one artist) to find the song you want to hear.

   TIP

   Home Sharing is a feature of iTunes and the Music app that enables you to share music among up to five devices that have Home Sharing turned on. After Home Sharing is set up via iTunes or the Sharing pane in System Preferences (Mac users only), any of your devices can stream music and videos to other devices, and you can even click and drag content between devices using iTunes or the Music app. For more about Home Sharing, visit `https://support.apple.com/en-us/HT202190`.

3. Tap the item you want to play from the list that appears, and it will begin to play, as shown in **Figure 18-8**.


1:50
Dee Gees / Hail Satin - Foo Fighters / Live
Foo Fighters
ROCK · 2021
Play
Shuffle
MORE
Hi-Res Lossless
Apple Digital Master
You Should Be Dancing
Dee Gees
2
Night Fever
Dee Gees
Tragedy
You Should Be Dancing
Listen Now
Browse
Radio
Library
Search

Just months after the dance-rock of 2021's *Medicine at Midnight* (and the release of the acclaimed B

Currently playing song

FIGURE 18-8

4. Tap the currently playing song title near the bottom of the screen to display playback controls, as shown in **Figure 18-9**.
5. Give the playback controls a trial run so you can see exactly how to use them when the time comes:
   - *Previous icon:* The previous icon takes you back to the beginning of the item that's playing if you tap it, or rewinds the song if you press and hold down on it.
   - *Next icon:* The next icon takes you to the next item if you tap it, or fast-forwards the song if you press and hold down on it.

- *Volume slider:* The volume slider on the bottom of the screen (or the volume buttons on the side of your iPhone) to increase or decrease the volume.

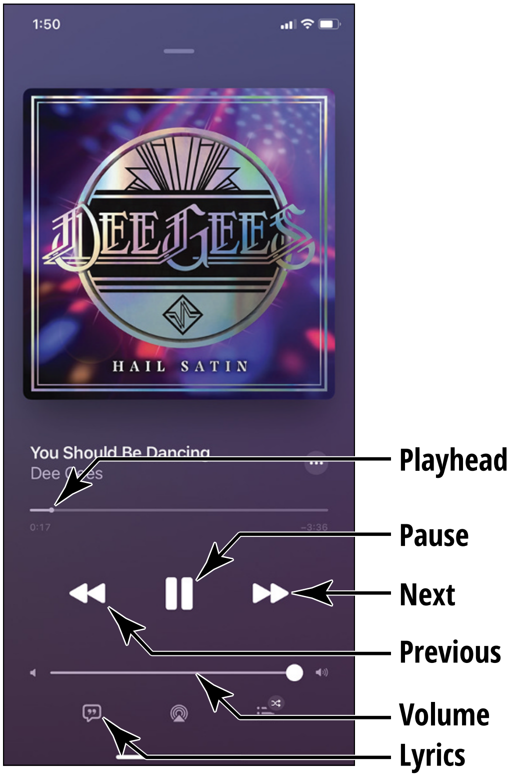

1:50
HAIL SATIN
You Should Be Dancing
Dee Gees
0:17
-3:36
Playhead
Pause
Next
Previous
Volume
Lyrics

FIGURE 18-9

TIP

Rewinding songs with the previous icon or fast-forwarding songs with the next icon requires a bit of patience, at least for me. They both tend to jump around a bit in the process of rewinding or fast-forwarding.

- *Pause icon:* Tap the pause icon to pause playback. Tap the icon again to resume playing.

- *Playhead:* Tap and drag the playhead, which indicates the current playback location. Drag the small circle on the playhead to the left or right to "scrub" to another location in the song.

TIP

You can use music controls also for music playing from the lock screen.

6. Do you like to sing along but sometimes flub the words? Tap the lyrics icon in the lower left, and if the song is from the Apple Music library, the lyrics will scroll up the screen in sync with the song, as shown in **Figure 18-10**. You can swipe through the lyrics, or if you tap a lyric Music will jump to that point in the song.

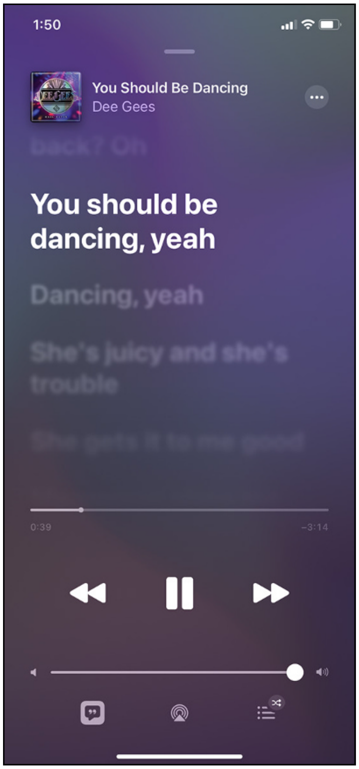

1:50
You Should Be Dancing
Dee Gees
You should be dancing, yeah
Dancing, yeah
She's juicy and she's trouble
0:39
−3:14

FIGURE 18-10

TIP

If you have an Apple Music subscription, you can see lyrics for any song. But what if you don't have an Apple Music subscription? You can add lyrics to songs on your own if you have a Mac or PC! Using the Apple Music app on your Mac or iTunes on a Windows-based PC, click the more icon (three dots) next to the name of a song and select Get Info from the list. Click the Lyrics tab, select the Custom Lyrics box, add your lyrics, and then click OK. Next, copy the song to your iPhone, and the lyrics will appear when the song is played and you tap the lyrics icon.

7. If you don't like what's playing, make another selection by dragging down from the top of the playback controls screen to view other selections in the album that's playing and make a new choice.

TIP

Family Sharing allows up to six members of your family to share purchased content even if they don't share the same iTunes account. You can set up Family Sharing under iCloud in Settings. See Chapter 16 for more about Family Sharing.

Shuffle Music

If you want to play a random selection of the music in an album on your iPhone, you can use the shuffle feature.

1. Tap the name of the currently playing song at the bottom of the screen.
2. Tap the menu icon (three dots and three lines), in the lower right.
3. Tap the shuffle icon, located to the right of Playing Next, as shown in **Figure 18-11**.

   Your content plays in random order.
4. Tap the repeat icon (refer to Figure 18-11) to play the songs over again continuously.

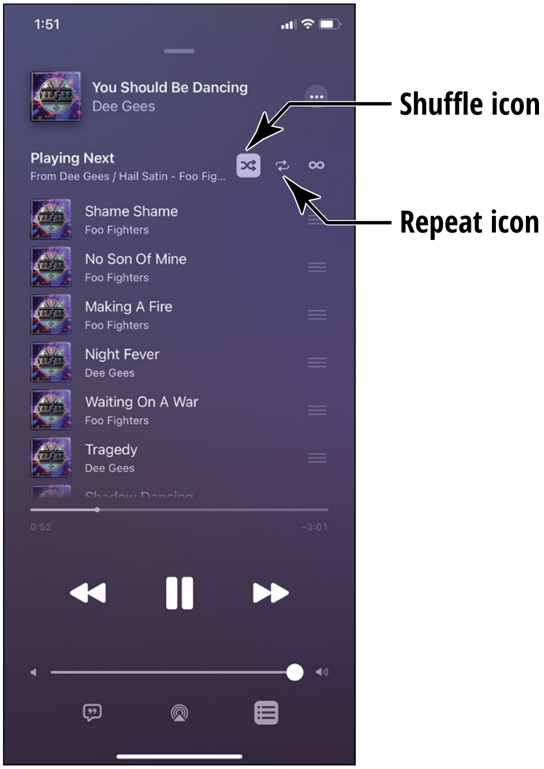

1:51
You Should Be Dancing
Dee Gees
Shuffle icon
Playing Next
From Dee Gees / Hail Satin - Foo Fig...
Repeat icon
Shame Shame
Foo Fighters
No Son Of Mine
Foo Fighters
Making A Fire
Foo Fighters
Night Fever
Dee Gees
Waiting On A War
Foo Fighters
Tragedy
Dee Gees
0:52
-3:01

FIGURE 18-11

Listen with Your Earbuds

If you've set the volume slider as high as it goes but you're still having trouble hearing the music, consider using earbuds. (If you have a model older than the iPhone 12, it came with earbuds in the box.) These cut out extraneous noises and improve the sound quality of what you're listening to.

For iPhone models older than the iPhone 7 and 7 Plus, use 3.5 mm stereo earbuds; insert them in the headphone jack at the bottom of your iPhone. If you have an iPhone 7, 7 Plus, or a newer model, you'll need earbuds that use a Lightning connector, or you can use a Lightning-to-3.5mm adaptor with standard 3.5mm headphones.

You might also look into purchasing Bluetooth earbuds, which allow you to listen wirelessly. For a top-of-the-line wireless experience, try out Apple's AirPods, AirPods Pro, or AirPods Max (go to `www.apple.com/airpods` for more info); they're a little pricey but getting rave reviews, and for very good reason.

Listen with Spatial Audio

Spatial audio is a new technology (part of Dolby Atmos) that helps listeners feel as if they're sitting in the middle of the band, orchestra, or what-have-you. The difference between spatial audio and standard stereo can be eye-popping when you first hear it.

TIP

For more on Dolby Atmos, such as how to tell if audio files are in the format or whether your device can play the format, visit `https://support.apple.com/en-us/HT212182`.

To enable Dolby Atmos for audio files that support the format:

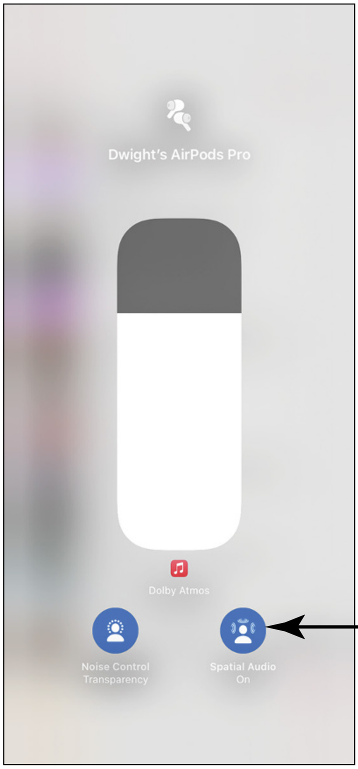
1. Open the Settings app on your iPhone.
2. Find and tap Music.
3. Tap Dolby Atmos, and then tap Automatic or Always On to have audio files that support Dolby Atmos play in that format.

To enable Spatial Audio while using AirPods Pro or AirPods Max:

1. Swipe from the top-right corner of your iPhone's screen (or up from the bottom of the screen, if your iPhone has a Home button) to open Control Center.
2. Tap and hold down on the volume slider until the screen in **Figure 18-12** opens.

   If the audio file that's currently playing supports Dolby Atmos and spatial audio, the Spatial Audio button will appear in the lower right (refer to Figure 18-12).
3. To enable or disable spatial audio, tap the Spatial Audio button.

   If the button is blue, spatial audio is enabled; if it's gray, spatial audio is not enabled.



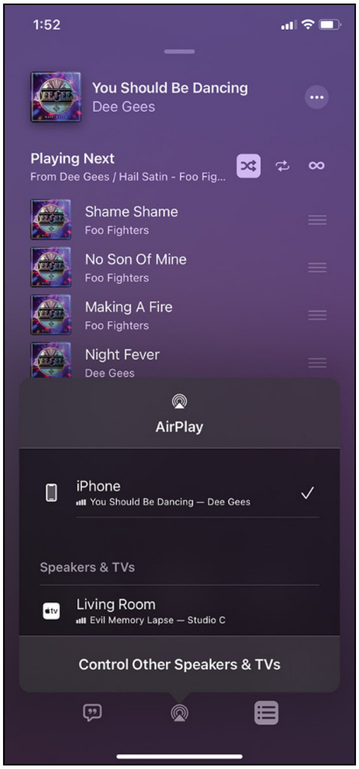
Spatial Audio button

FIGURE 18-12

Use AirPlay

AirPlay streaming technology is built into the iPhone, iPod touch, Macs, PCs running iTunes, and iPad. Streaming technology allows you to send media files from one device that supports AirPlay to be played on another. For example, you can send a movie you've purchased on your iPhone or a slideshow of your photos to be played on your Apple TV, and then control the TV playback from your iPhone. You can also send music to be played over compatible speakers, such as Apple's HomePod. (Go to `www.apple.com/homepod` for more information.) Check out Apple's Remote app in the App Store, which you can use to control your Apple TV from your iPhone.

To stream music via AirPlay on your iPhone with another AirPlay-enabled device on your network or in close proximity, tap the AirPlay icon (a triangle with sound waves) at the bottom center of the playback control screen while listening to a song. Then select the AirPlay device to stream the content to (see **Figure 18-13**), or choose your iPhone to move the playback back to it.


1:52

You Should Be Dancing
Dee Gees

Playing Next
From Dee Gees / Hail Satin - Foo Fig...

Shame Shame
Foo Fighters

No Son Of Mine
Foo Fighters

Making A Fire
Foo Fighters

Night Fever
Dee Gees

AirPlay

iPhone ✓
You Should Be Dancing — Dee Gees

Speakers & TVs

Living Room
Evil Memory Lapse — Studio C

Control Other Speakers & TVs

FIGURE 18-13

Play Music with Radio

You can access Radio by tapping the Radio icon at the bottom of the Music screen, as shown in **Figure 18-14**.

Swipe from left to right and you'll find lots of music specials and offers to listen to. Or swipe down to see Radio's offerings by categories such as Local Broadcasters, International Broadcasters, and Genre (see **Figure 18-15**).

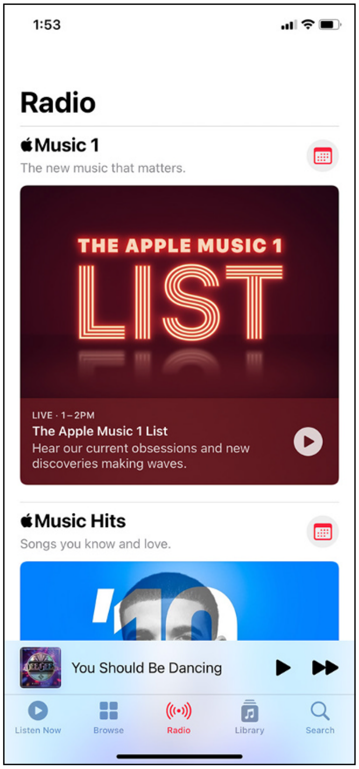

1:53
Radio
Music 1
The new music that matters.
THE APPLE MUSIC 1
LIST
LIVE · 1–2PM
The Apple Music 1 List
Hear our current obsessions and new discoveries making waves.
Music Hits
Songs you know and love.
You Should Be Dancing
Listen Now
Browse
Radio
Library
Search

FIGURE 18-14

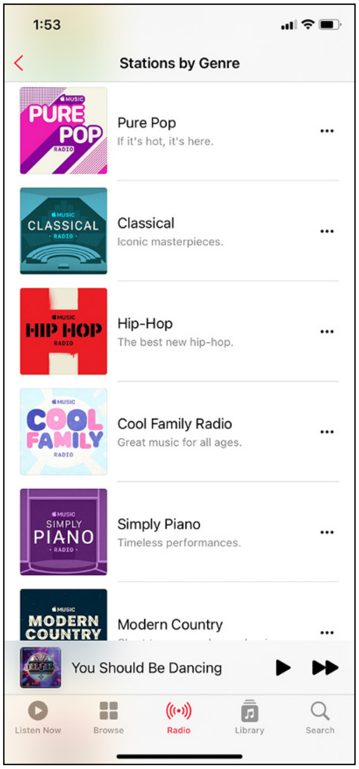

1:53
Stations by Genre
Pure Pop
If it's hot, it's here.
Classical
Iconic masterpieces.
Hip-Hop
The best new hip-hop.
Cool Family Radio
Great music for all ages.
Simply Piano
Timeless performances.
Modern Country
You Should Be Dancing
Listen Now
Browse
Radio
Library
Search

FIGURE 18-15

TECHNICAL STUFF

At one time, the Radio feature was free in the Music app, but now it's tied extensively into Apple's Music service, which is subscription based. The Radio app offers much more when you have an Apple Music subscription, but it can still be used without one for broadcast radio stations and Apple's flagship radio station, Beats 1. However, if you want to listen to most digital stations in Radio, you'll have to become a member of Apple Music.

Find and Subscribe to Podcasts

A podcast is sort of like a radio show with the glorious difference that you can listen to it at any time. The Podcasts app is the vehicle by which you'll find and listen to podcasts on your iPhone. To search Apple's massive library of podcasts and subscribe to them (which is free, by the way), just follow these steps:

1. Tap the Podcasts icon to open it.
2. Discover podcasts in one of the following ways:
   - Tap Browse at the bottom of the screen. You'll see podcasts featured by the good folks at Apple, as shown in **Figure 18-16**.
   - Tap Browse at the bottom of the screen, and then swipe all the way down to Top Charts. Tap See All and you'll find lists of the most popular podcasts. Tap All Categories in the upper-right corner to sift through the podcasts based on category (such as News, Comedy, Religion & Spirituality, Science, or Technology).
   - Tap Search and then tap the search field at the top of the screen. When the keyboard appears, type the name or subject of a podcast to see a list of results.
3. When you find a podcast that intrigues you, tap its name to see its information page, which will be similar to the one in **Figure 18-17**.

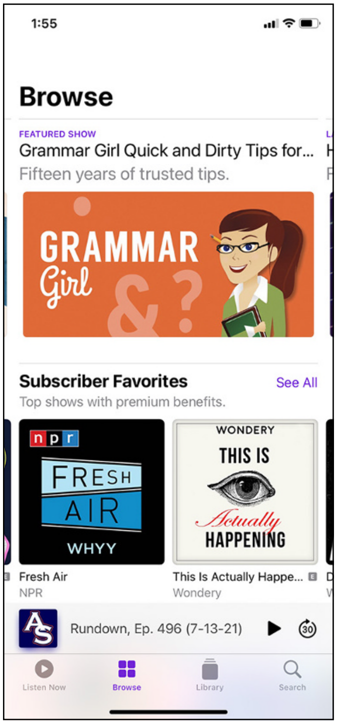
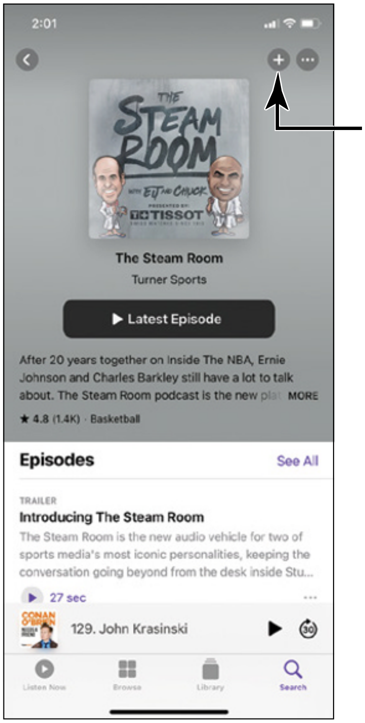

1:55
Browse
FEATURED SHOW
Grammar Girl Quick and Dirty Tips for...
Fifteen years of trusted tips.
GRAMMAR Girl
Subscriber Favorites
See All
Top shows with premium benefits.
npr
FRESH AIR
WHYY
WONDERY
THIS IS Actually HAPPENING
Fresh Air
NPR
This Is Actually Happe...
Wondery
Rundown, Ep. 496 (7-13-21)
Listen Now
Browse
Library
Search

FIGURE 18-16


2:01
THE STEAM ROOM
TISSOT
The Steam Room
Turner Sports
Latest Episode
MORE
★ 4.8 (1.4K) · Basketball
Episodes
See All
TRAILER
Introducing The Steam Room
27 sec
129. John Krasinski
Listen Now
Browse
Library
Search

After 20 years together on Inside The NBA, Ernie Johnson and Charles Barkley still have a lot to talk about. The Steam Room podcast is the new pla

The Steam Room is the new audio vehicle for two of sports media's most iconic personalities, keeping the conversation going beyond from the desk inside Stu...

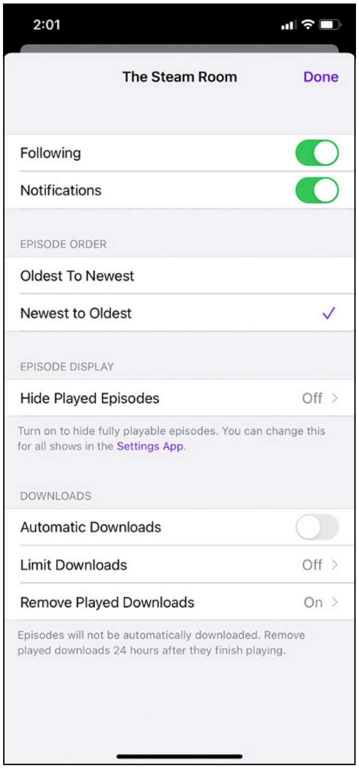
Subscribe/follow button

FIGURE 18-17

4. Tap the + button (subscribe button or, as Apple sometimes refers to it, follow button), in the upper-right corner.

   The podcast appears in the Library section of the app, and the newest episode is downloaded to your iPhone.

5. Tap Library in the toolbar at the bottom of the screen and then tap the name of the podcast you subscribed to and view its information screen.
6. Tap the more icon (three dots) and then tap Settings to see the settings for the podcast (see **Figure 18-18**). From here you can customize how the podcast downloads and organizes episodes. Tap Done in the upper-right corner when you're finished with the Settings options.



Following ☑

Notifications ☑

EPISODE ORDER

Oldest To Newest

Newest to Oldest ✓

EPISODE DISPLAY

Hide Played Episodes Off >

Turn on to hide fully playable episodes. You can change this for all shows in the Settings App.

DOWNLOADS

Automatic Downloads ☐

Limit Downloads Off >

Remove Played Downloads On >

Episodes will not be automatically downloaded. Remove played downloads 24 hours after they finish playing.

FIGURE 18-18

Play Podcasts

Playing podcasts is a breeze and works very much like playing audio files in the Music app.

1. Open the Podcasts app and tap Library at the bottom of the screen.
2. Tap the name of the podcast you'd like to listen to.
3. Tap the episode you want to play.

   The episode begins playing; you can see the currently playing episode near the bottom of the screen, just above the toolbar.
4. Tap the currently playing episode to open the playback controls, as shown in **Figure 18-19**.

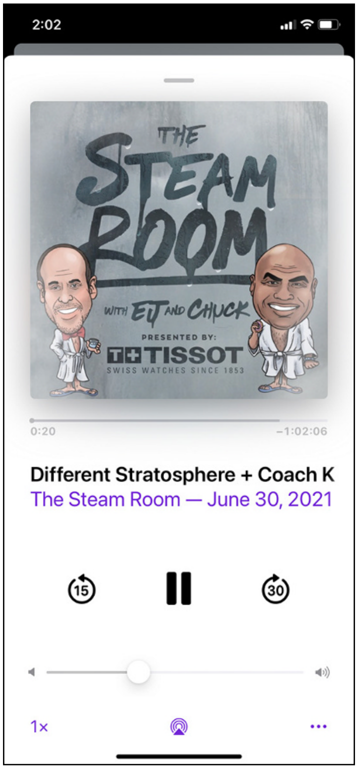

2:02
THE STEAM ROOM
WITH EJ AND CHUCK
PRESENTED BY:
TISSOT
SWISS WATCHES SINCE 1853
0:20
−1:02:06
Different Stratosphere + Coach K
The Steam Room — June 30, 2021
15
30
1×

FIGURE 18-19

5. Drag the circle on the playhead in the middle of the screen to "scrub" to a different part of the episode, or tap the rewind or fast-forward icons to the left and right of the pause/play icon, respectively.
6. To adjust the playback speed, tap the 1x icon in the lower left of the playback controls.

   Each tap increases or decreases playback speed.
7. Adjust the volume by dragging the volume slider near the bottom of the screen, or by using the volume buttons on the side of your iPhone.

TIP

Tap the Listen Now button in the toolbar at the bottom left of the app's screen (refer to Figure 18-17) to see a list of the newest episodes that have been automatically downloaded to your iPhone.

IN THIS CHAPTER

- » Take pictures with your iPhone
- » Save photos from the web
- » View albums and single photos
- » Edit and organize photos
- » View photos by time and place
- » Share and delete photos

Chapter 19

Taking and Sharing Photos

With its gorgeous screen, the iPhone is a natural for taking and viewing photos. It supports JPEG and HEIF (High Efficiency Image Format) photos. You can shoot your photos by using the iPhone cameras with built-in square or panorama mode. With recent iPhone models, you can edit your images using smart adjustment filters. You can also sync photos from your computer, save images you find online to your iPhone, or receive them by email, MMS, or iMessage.

The photo sharing feature lets you share groups of photos with people using iCloud on an iOS device or on a Mac or Windows computer with iCloud access. Your iCloud photo library makes all this storage and sharing easy.

When you have taken or downloaded photos to play with, the Photos app lets you organize them and view them in albums, one by one, or in a slideshow. You can view photos also by the years in which they were taken, with images divided into collections by the location or time you took them. With iOS 15, videos and live photos will play as you browse through Photos, making it a more dynamic and interesting experience. You can also AirDrop (iPhone 5 and later), email, message, or tweet a photo to a friend, print it, share it via AirPlay, or post it to Facebook. Finally, you can create time-lapse videos with the Camera app, allowing you to record a sequence in time, such as a flower opening as the sun warms it or your grandchild stirring from sleep. You read about all these features in this chapter.

Take Pictures with the iPhone Cameras

The cameras in the iPhone are top-notch, so you'll be pleased with the results no matter which phone model you have.

TIP

For all iPhone models with a Home button, to open the camera when the lock screen is displayed, swipe up from the bottom of the screen and tap the Camera app icon in Control Center to go directly to the Camera app. If you have an iPhone model without a Home button, swipe down from the right corner of your screen to open Control Center and tap the Camera app icon in the lower right. You can also swipe down from the top of the screen to open Notification Center (with the iPhone unlocked) and then swipe from right to left near the top of the screen to access Camera. Another quick way to open the Camera app on either type of iPhone is to simply swipe the lock screen from right to left. Here are the basics step to follow in order to take a picture:

1. Tap the Camera app icon on the Home screen to open the app.
2. If the camera type at the bottom or side of the screen (depending on how you're holding your iPhone) is set to Video or something other than Photo, swipe to choose Photo (the still camera), as shown in **Figure 19-1**.
3. Make adjustments to the camera settings (discussed in the following paragraph), tap on the screen where you want the camera to focus (such as a person's face), and then tap the shutter button, which is the large white circle. You'll hear a camera shutter click as your iPhone captures the image.

   TIP

   You can capture an image also by pressing the volume up or volume down button.

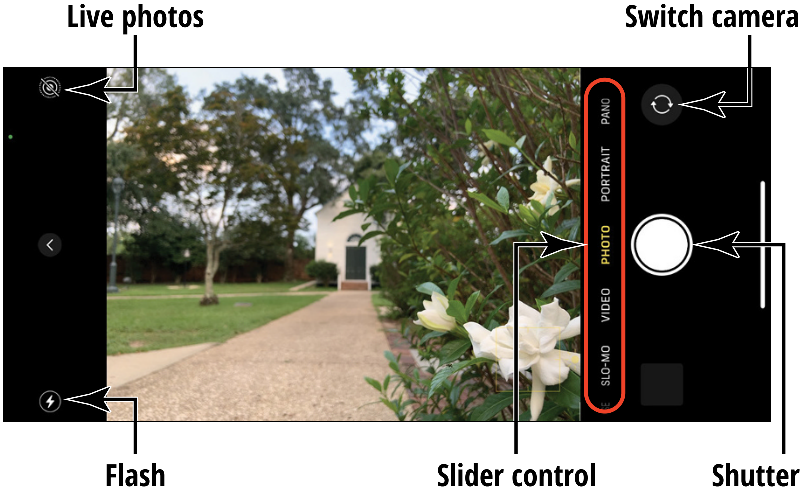


FIGURE 19-1

The following are adjustments you can make after you've opened the Camera app:

- To choose a still camera mode, select the Portrait, Pano (for panorama), or Square options by using the slider control above or next to the shutter button. These controls let you create flattering portraits or square images like those you see on Instagram. With Pano selected, tap to begin to take a picture, pan across the view, and then tap Done to capture the panoramic display.
- To set the flash, tap the flash icon (lightning bolt) when and then select a flash option:
  - On, if your lighting is dim enough to require a flash
  - Off, if you don't want iPhone to use a flash
  - Auto, if you want to let iPhone decide for you
- To use the high dynamic range (HDR) feature, tap the HDR button to enable it. (If it's disabled, the button will appear with a line through it.) This feature uses several images, some underexposed and some overexposed, and combines the best ones into one image, sometimes providing a more finely detailed picture. If you don't see the HDR button, that means Smart HDR is already enabled in Settings ➪ Camera.

TIP

HDR is enabled by default for iPhone SE (second generation), XS, XS Max, XR, 11, 11 Pro, 12, and 12 Pro. The feature is called Smart HDR on those models. Since it's already on, you won't see the HDR option on the screen when using the Camera app. You can disable the feature by going to Settings ➪ Camera and toggling the Smart HDR switch off (white). Now the feature will appear as an option in the Camera screen, where you can enable it manually when needed, as opposed to it being automatically used.

WARNING

The file size of HDR pictures can be very large, meaning they'll take up more of your iPhone's memory than standard pictures.

- If you want a time delay before the camera snaps the picture, tap the timer icon at the top of the screen, and then tap either 3s or 10s for a 3- or 10-second delay, respectively. If you don't see the timer icon, tap the small arrow in the top center of the screen, and then tap the timer icon, which is just above the shutter button (large white button).
- To take a live photo, tap the live icon (concentric circles). As opposed to freezing a single moment in time, the live photos feature lets you capture 3-second moving images, which can create some truly beautiful photos. Be sure to hold your iPhone still for at least three seconds so that you don't move too soon and cause part of your live photo to show the movement of your iPhone as you get into position for the picture.
- To apply color filters to your photos before taking them, tap the filters icon in the upper right if holding your iPhone in portrait mode. If holding it in landscape, tap the small arrow at the top center of the screen, and then tap the filters icon just above the shutter button. Swipe through the filter options above the shutter button to find one that suits you.
- Tap the area of the grid where you want the camera to autofocus.

TIP

A lot of people forget to tap on the screen to focus the lens, but doing so also helps the camera determine the proper exposure settings for your subject. So don't skip this small step when taking pictures.

- Place two fingers apart from each other on the screen and then pinch them together (still pressing down on the screen) to display a digital zoom control. Drag the circle in the zoom bar to the right or left to zoom in or out on the image.
- To switch between the front camera and rear camera, tap the switch camera icon. You can then take selfies (pictures of yourself), so go ahead and tap the shutter button to take another picture.
- To view the last photo taken, tap the thumbnail of the latest image in the bottom left in landscape mode or the bottom right in portrait mode; the Photos app opens and displays the photo.

After you're viewing the photo in the Photos app, you can take the following actions:

- Tap the share icon (box with an arrow, located in the bottom-left corner of the screen) to display a menu that allows you to AirDrop, email, or instant message the photo, assign it to a contact, use it as iPhone wallpaper, tweet it, post it to Facebook, share via iCloud Photo Sharing or Flickr, or print it (see **Figure 19-2**). You can tap images to select more than one.
- To delete a displayed image, tap the trash icon, then tap Delete Photo in the confirmation menu that appears.

TIP

You can use the iCloud photo sharing feature to automatically sync your photos across various devices. Turn on iCloud photo sharing by tapping Settings on the Home screen, tapping Photos, and then toggling the iCloud Photos switch on (green).

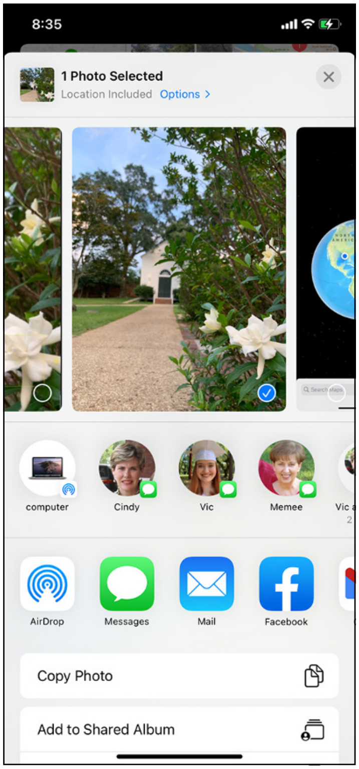

8:35
1 Photo Selected
Location Included Options >
computer
Cindy
Vic
Memee
Vic
AirDrop
Messages
Mail
Facebook
Copy Photo
Add to Shared Album

FIGURE 19-2

Save Photos from the Web

The web offers a wealth of images that you can download to your Photo library. To save an image from the web, follow these steps:

1. Open Safari and navigate to the web page containing the image you want, as shown in **Figure 19-3**.

   TIP

   For more about how to use Safari to navigate to or search for web content, see Chapter 12.

2. Touch and hold down on the image.

   A menu appears on the screen, as shown in **Figure 19-4**.

3. Tap Add to Photos.

   The image is saved to your Recents album in the Photos app.

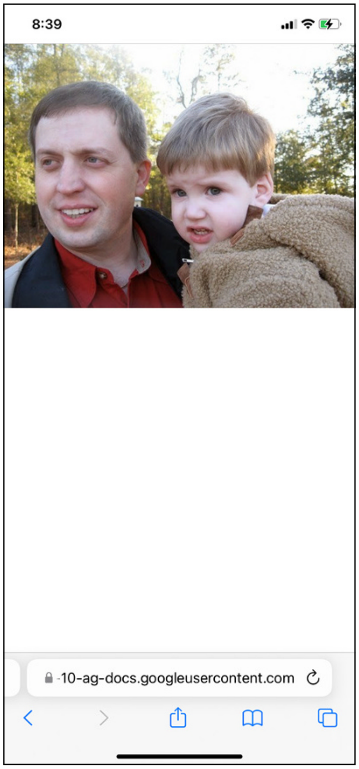


FIGURE 19-3

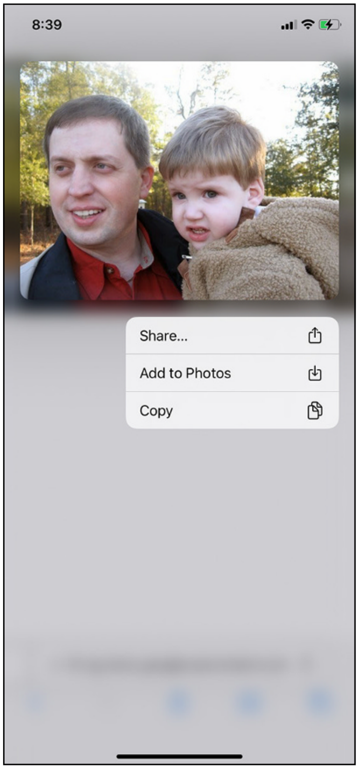


FIGURE 19-4

TIP If you want to capture your iPhone screen as a photo, the process is simple. Press the sleep/wake button or the side button (depending on your iPhone model) and Home button simultaneously. (Press the side and volume up buttons for iPhone models without a Home button.) When the screen flashes white, the screen capture is complete. The capture is saved in PNG format to your Recently Added album in the Photos app.

TIP To save a picture sent as an email attachment in Mail, tap the attachment icon and the picture opens. Touch and hold down on the screen until a menu appears and then tap Save.

View an Album

The Photos app organizes your pictures into albums. It has a default album called Recents, which stores photos taken with your iPhone's camera. It may also contain other folders created when you synced photos on your computer to your iPhone, or perhaps if you synced from other devices through iTunes or shared via Photos (from your iPad, for instance).

1. To view your albums, start by tapping the Photos app icon on the Home screen.
2. Tap the Albums button at the bottom of the screen to display your albums, as shown in **Figure 19-5**.
3. Tap an album. The photos in it are displayed.

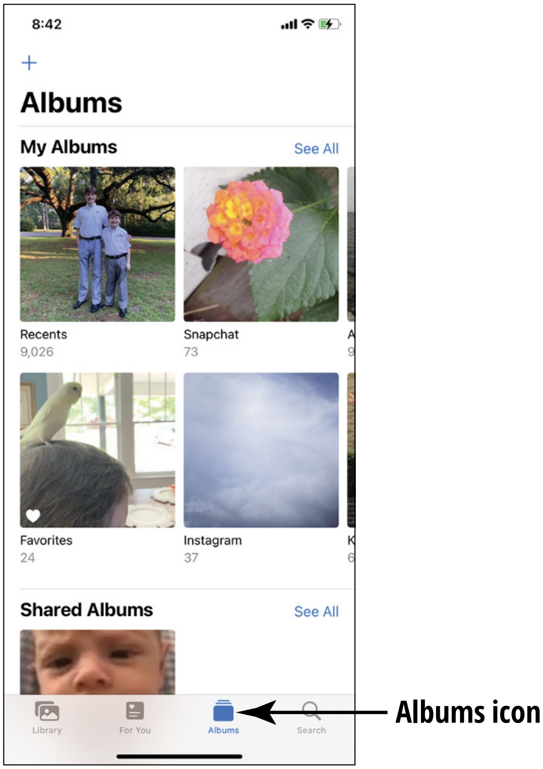

8:42
+
Albums
My Albums
See All
Recents
9,026
Snapchat
73
Favorites
24
Instagram
37
Shared Albums
See All
Library
For You
Albums
Search
Albums icon

FIGURE 19-5

TIP

You can associate photos with faces and events. When you do, additional tabs appear at the bottom of the screen when you display an album containing that type of photo.

View Individual Photos

You can view photos individually by opening them from an album.

1. Tap the Photos app icon on the Home screen.
2. Tap Albums (refer to Figure 19-5).
3. Tap an album to open it. Then, to view a photo, tap it.

   The picture expands, as shown in **Figure 19-6**.
4. Flick your finger to the left or right to scroll through the album to look at the individual photos in it.

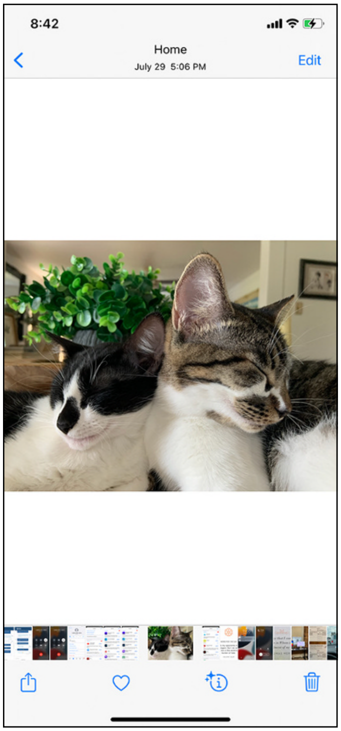


FIGURE 19-6

5. To return to album view, tap the back icon (left-pointing arrow) in the upper-left corner and then the Albums button.

TIP

You can place a photo on a person's information record in Contacts. For more on how to do this, see Chapter 7.

Edit Photos

iPhone Photos isn't Photoshop, but it does provide some tools for editing photos.

1. Tap the Photos app on the Home screen to open the app.
2. Using methods previously described in this chapter, locate and display a photo you want to edit.
3. Tap the Edit button in the upper-right corner of the screen.

   The Edit Photo screen appears with various tools. The one shown in **Figure 19-7** is for a photo shot in portrait mode.
4. At this point, you can take several possible actions with these tools (their screen location depends on whether you're holding your iPhone is in landscape mode or portrait mode):

   - *Auto-enhance:* The icon for this feature looks like a magic wand, and it pretty much works like one. Tapping the wand allows your iPhone to apply automatic adjustments to your photo's exposure, saturation, contract, and more.
   - *Adjustments:* Swipe the options just above the Depth slider and immediately below the photo to see adjustment options such as Light, Color, and B&W. You can use a slew of other tools to tweak contrast, color intensity, shadows, and more.
   - *Filters:* Apply any of nine filters (such as Vivid, Mono, or Noir) to change the look of your image. These effects adjust the brightness of your image or apply a black-and-white tone to your color photos. Tap the filters icon in the middle of the tools at the bottom of the screen and scroll to view available filters. Tap one and then tap Apply to apply the effect to your image.

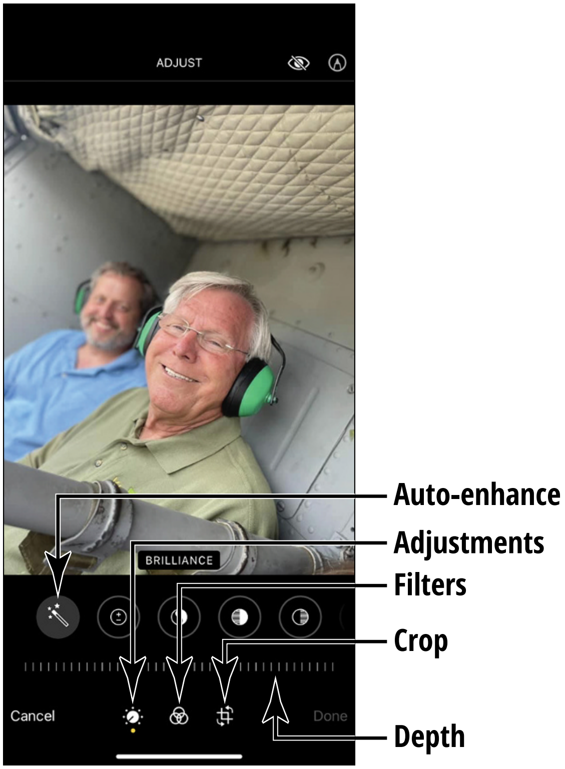


FIGURE 19-7

TIP

If you want to revert to the original image and remove previously applied filters, use the Original filter.

- *Crop:* To crop the photo to a portion of its original area, tap the crop icon. You can then tap any corner of the image and drag to remove areas of the photo. Tap Crop and then Save to apply your changes.
- *Depth:* With this slider, you can control the depth of field of any photo shot in portrait mode. A lower value, such as *f*1.8, gives you more background blur. A higher number, such as *f*16, reveals a more detailed background.

TIP

Each of the editing features has a Cancel button. If you don't like the changes you've made, tap this button to stop making changes before you save the image.

5. If you're pleased with your edits, tap the Done button.

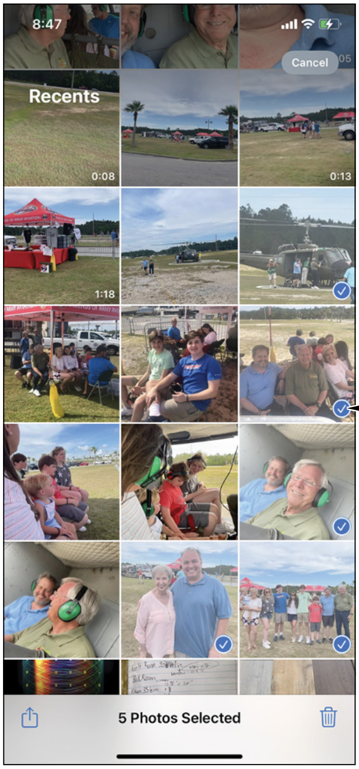
   A copy of the edited photo is saved.

Organize Photos

You'll probably want to organize your photos to make it simpler to find what you're looking for.

1. If you want to create your own album, open the Recents album.
2. Tap the Select button in the top-right corner and then tap individual photos to select them.

   Small check marks appear on the selected photos, as shown in **Figure 19-8**.
3. Tap the share icon (square with an escaping arrow) in the lower-left corner, tap Add to Album, and then tap New Album.



Blue check marks indicate selected photos

FIGURE 19-8

TIP

If you've already created albums, you can choose to add the photo to an existing album at this point. Tap the share icon (square with an escaping arrow) in the lower-left corner, tap Add to Album, and then tap the album that you want to add the photo to.

4. Enter a name for a new album and then tap Save.

   If you've created a new album, it appears in the Photos main screen with the other albums.

TIP

When you've selected photos in Step 2, you can choose several other share options or tap Delete. This allows you to share or delete multiple photos at a time.

Share Photos with Mail, Twitter, or Facebook

You can easily share photos stored on your iPhone by sending them as email attachments or as a text message, by posting them to Facebook, by sharing them via iCloud photo sharing or Flickr, or as tweets on Twitter. (See Chapter 14 for information on installing third-party apps.)

1. Tap the Photos app icon on the Home screen.
2. Tap the Library or Albums button and locate the photo you want to share.
3. Tap the photo to select it and then tap the share icon (box with an arrow jumping out of it). When the menu shown in **Figure 19-9** appears, you can tap additional photos to select them.
4. Tap the AirDrop, Messages, Mail, Facebook, Twitter, Flickr, or any other option you'd like to use.
5. In the message form that appears, make any modifications that apply in the To, Cc/Bcc, and Subject fields and then type a message for email or enter your Facebook posting or Twitter tweet.
6. Tap the Send or Post button, and the message and photo are sent or posted.

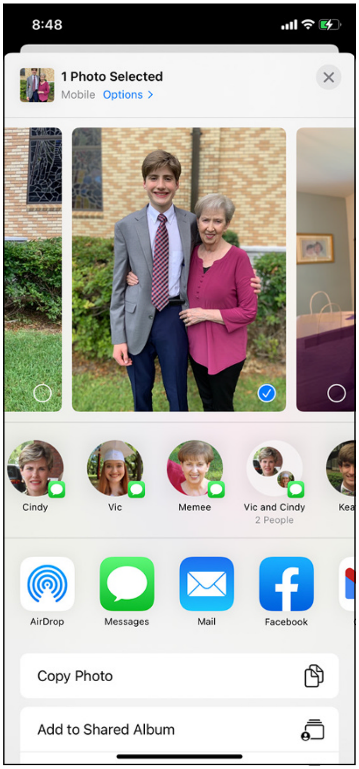

8:48
1 Photo Selected
Mobile Options >
Cindy
Vic
Memee
Vic and Cindy
2 People
Kea
AirDrop
Messages
Mail
Facebook
Copy Photo
Add to Shared Album

FIGURE 19-9

TIP

You can also copy and paste a photo into documents, such as those created in the Pages word-processor app. To do this, tap a photo in Photos and then tap the share icon. Tap the Copy command. In the destination app, press and hold down on the screen and tap Paste.

Share a Photo Using AirDrop

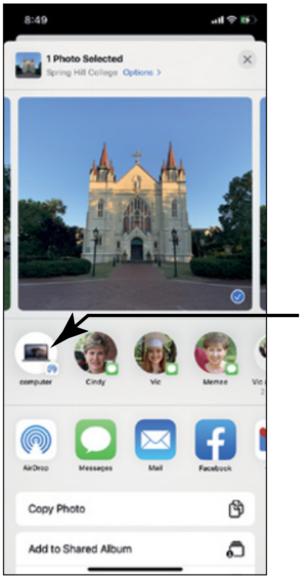
AirDrop, available to users of iPhone 5 and later, provides a way to share content, such as photos, with others who are nearby and who have an AirDrop-enabled device (more recent Macs that can run macOS 10.10 or later).

Follow the steps in the previous task to locate a photo you want to share.

1. Tap the share icon.
2. If an AirDrop-enabled device is in your immediate vicinity (within 30 feet or so), you see the device listed (see **Figure 19-10**). Tap the device name and your photo is sent to the other device.

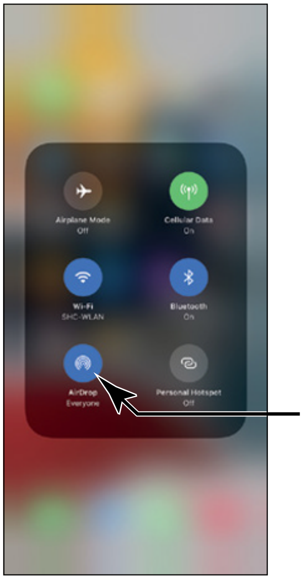
TIP

Other Apple devices (iPhones or iPads) must have AirDrop enabled to use this feature. To enable AirDrop, open Control Center (swipe up from the bottom of any screen, or down from the upper-right corner for iPhone models without a Home button as well as iPads) and tap AirDrop. If you don't see AirDrop as an option, press and hold down on the Communications area in Control Center. The Communications area houses Wi-Fi and other options; the options will expand and you'll see AirDrop there, as shown in **Figure 19-11**. Choose Contacts Only or Everyone to specify whom you can use AirDrop with.


8:49
1 Photo Selected
Spring Hill College Options >
computer
Cindy
Vic
Memee
AirDrop
Messages
Mail
Facebook
Copy Photo
Add to Shared Album

AirDrop-enabled device nearby

FIGURE 19-10


Airplane Mode
Off
Cellular Data
On
Wi-Fi
SHC-WLAN
Bluetooth
On
AirDrop
Everyone
Personal Hotspot
Off

Tap AirDrop

FIGURE 19-11

Share Photos Using iCloud Photo Sharing

iCloud photo sharing allows you to automatically share photos using your iCloud account.

1. Select a photo or photos you would like to share, and tap the share icon in the lower left.
2. In the Share screen that opens, tap Add to Shared Album (refer to Figure 19-9).
3. Enter a comment if you like, tap Shared Album and choose the album you want to use.
4. Tap iCloud to go back, and then tap Post.

   The photos are posted to your iCloud Photo Library.

Delete Photos

You might find that it's time to get rid of some of those old photos of the family reunion or the latest community center project. If the photos weren't transferred from your computer, but instead were taken, downloaded, or captured as screenshots on the iPhone, you can delete them.

1. Tap the Photos app icon on the Home screen.
2. Tap Albums and then tap an album to open it.
3. Tap a photo that you want to delete, and then tap the trash icon. In the confirming dialog that appears, tap the Delete Photo button to finish the deletion.

WARNING

If you delete a photo in photo sharing, it's deleted on all devices that you shared it with.

TIP

If you'd like to recover a photo you've deleted, tap Albums, scroll to the bottom of the page, and tap Recently Deleted. Tap the photo you want to retrieve, tap the Recover button in the lower-right corner, and then tap the Recover Photo button when prompted.

IN THIS CHAPTER

- » Capture and edit your own videos
- » Play movies or TV shows
- » Turn on closed-captioning
- » Delete a video from the iPhone

Chapter 20

Creating and Watching Videos

Using the TV app (formerly known as Videos), you can watch downloaded movies or TV shows, as well as media you've synced from iCloud on your Mac or PC, and even media provided from other content providers, such as cable and streaming video services. The TV app aims to be your one-stop shop for your viewing pleasure.

In addition, all current and recent iPhone models sport both front and rear video cameras that you can use to capture your own videos, which iOS now enables you to edit in the same way you edit photos: You can apply adjustments and filters as well as crop your videos. Speaking of editing, you can also download the iMovie app for iPhone (a more limited version of the longtime mainstay on Mac computers) and do an editing deep dive by adding titles, music, transitions, and much more.

In this chapter, I explain all about shooting and watching video content from a variety of sources. For practice, you might want to refer to Chapter 16 first to find out how to purchase or download one of many available TV shows or movies from the iTunes Store.

Capture Your Own Videos with the Built-In Cameras

The camera lenses on newer iPhones have perks for photographers, including large apertures and highly accurate sensors, which make for better images all around. In addition, auto image stabilization makes up for any shakiness in the hands holding the phone, and autofocus has sped up thanks to super-fast processors. Videographers will appreciate the fast frames-per-second capability as well as the slow-motion feature.

1. To capture a video, tap the Camera app on the Home screen.

   On your iPhone, two video cameras are available for capturing video, one from the front and one from the back of the device. (See more about this topic in the next task.)

   The Camera app opens, as shown in **Figure 20-1**.

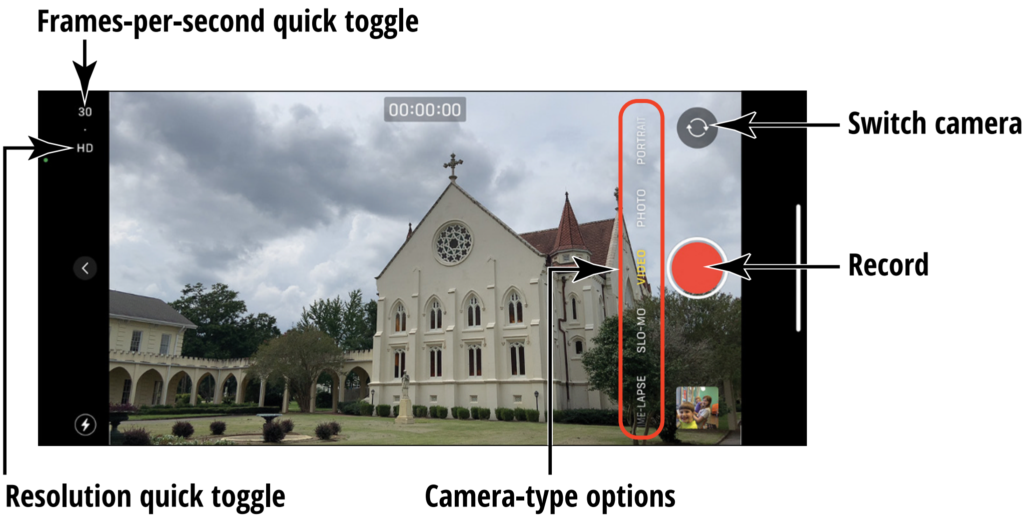

Frames-per-second quick toggle
30
HD
00:00:00
PORTRAIT
PHOTO
VIDEO
SLO-MO
ME-LAPSE
Switch camera
Record
Resolution quick toggle
Camera-type options

FIGURE 20-1

2. Tap and slide the camera-type options above or next to the red record button (depending on how you're holding your iPhone) until Video rests above or next to the button.

This is how you switch from the still camera (photo mode) to the video camera (video mode).

3. If you want to switch between the front and back cameras, tap the switch camera icon in the top-right corner of the screen when holding your iPhone in landscape mode (refer to Figure 20-1) or in the bottom-right when holding the iPhone in portrait mode.
4. Use the quick toggle icons in the upper left of your screen (landscape mode) or upper right (portrait mode) to easily change the resolution and frame rates for your video. Tap HD or 4K to switch between these modes, and tap the number to switch between 30 and 60 frames per second in HD or 24, 30, and possibly 60 (depending on your iPhone model) frames per second in 4K.

TECHNICAL STUFF

Quick toggles automatically appear with iPhone 13 models, iPhone 12 models, the iPhone SE (second generation), iPhone 11 models, iPhone XS models, and the iPhone XR. For other models, go to Settings➪Camera➪Record Video and enable Video Format Control.

5. To begin recording the video, tap the red record button.

   The red circle in the middle of this button turns into a red square when the camera is recording.

6. To stop recording, tap the record button again.

   Your new video is displayed in the bottom-left or bottom-right corner of the screen, depending on how you're holding your iPhone. Tap the video to play, share, or delete it. In the future, you can find and play the video in your Recents album when you open the Photos app.

Using QuickTake for Videos

QuickTake videos are videos you can record in photo mode. So, if you're taking a picture of someone but feel like recording part of the action, use QuickTake.

1. Open the Camera app.
2. While in photo (still picture) mode, press and hold down on the white shutter button.

The shutter button turns red and the recording begins.

3. To stop recording, simply remove your finger from the screen.

If in Step 2 you'd like to continue recording hands-free, press and hold down on the shutter button. When recording begins, slide the record button to the right to lock it in recording mode, as shown in **Figure 20-2**. You can still take photos while locked in recording mode by tapping the white shutter button to the right. Tap the record button to stop recording and return to photo mode.

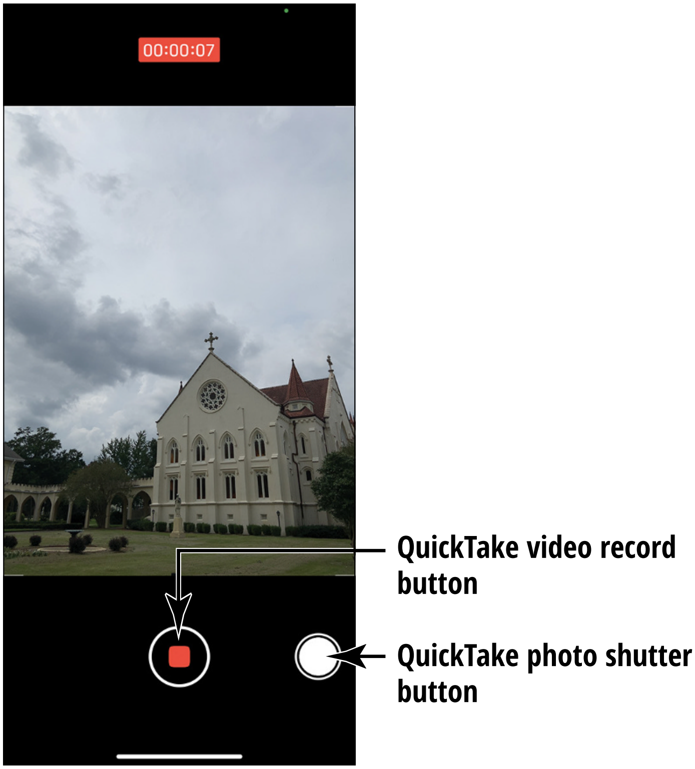


FIGURE 20-2

QuickTake is supported on iPhone 13 models, iPhone 12 models, the iPhone SE (second generation), iPhone 11 models, iPhone XS models, and the iPhone XR.

TIP

Before you start recording, remember where the camera lens is — while holding the iPhone and panning, it's easy to mistakenly put your fingers directly over the lens! Also, you can't pause your recording; when you stop, your video is saved, and when you start recording, you're creating a new video file.

Edit Videos

iPhone Photos (where your videos are stored) isn't Final Cut Pro, but it does provide a few handy tools for editing videos.

1. Tap the Photos app on the Home screen, locate your video, and tap it to open it.
2. Tap the Edit button in the upper-right corner of the screen.

   The Edit screen appears. The one shown in **Figure 20-3** is for a video shot in portrait mode.

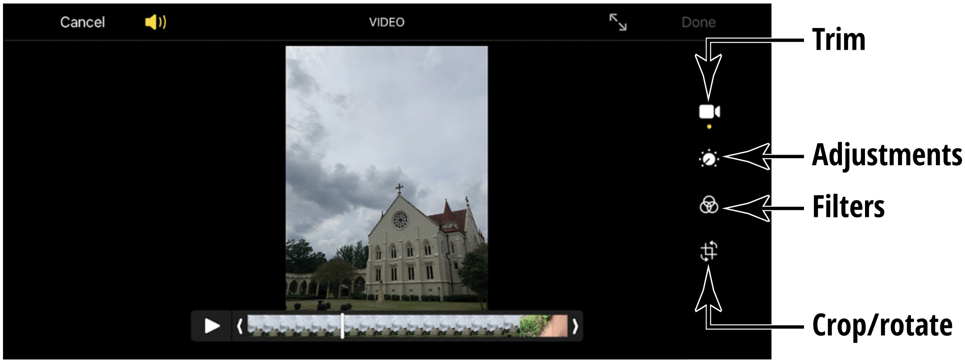


FIGURE 20-3

3. At this point, you can take several possible actions with the tools provided. Tap the icon for the following tools to access their sets of options:
   - *Crop/rotate:* To rotate or flip the image, tap the rotate or flip icon in the upper-left corner (next to Cancel when viewing in portrait mode). To crop the video to a portion of its original area, tap the crop/rotate icon. You can then tap any corner of the image and

drag to remove areas of the video. Tap Crop and then Save to apply your changes.

- *Filters:* Apply one of nine filters (such as Vivid, Mono, or Noir) to change the look of your video images. These effects adjust the brightness of your video or apply a black-and-white tone to your color videos. Tap the filters icon and then scroll through the list to view available filters. Tap one to apply the effect to your video.
- *Adjustments:* Tap Light, Color, or B&W to access a slew of tools that you can use to tweak contrast, color intensity, shadows, and more.
- *Auto-enhance:* The icon for this feature, which looks like a magic wand, appears when you tap the adjustments icon. Tapping the wand allows your iPhone to apply automatic adjustments to your video's exposure, saturation, contrast, and so on.
- *Trim:* Use the trim tool to remove parts of your video you no longer want to view.

4. If you're pleased with your edits, tap the Done button.

   A copy of the edited video is saved.

TIP

Each of the editing features has a Cancel button. If you don't like the changes you made, tap this button to stop making changes before you save the image. What if you make changes you later regret? Just open the video, tap Edit, and then tap the red Revert button in the upper right to discard changes to the original.

Play Movies or TV Shows with the TV App

Open the TV app for the first time and you'll be greeted with a Welcome screen; tap Get Started. You'll be asked to sign in to your television provider, if you haven't done so already.

Signing in allows you to use the TV app to access content in other apps (like ESPN or Disney), if such services are supported by your TV provider. This way, you need to use only the TV app — as opposed to using multiple apps — to access content and sign into.

TIP

Should you decide to skip signing in to your TV provider and worry about it later (or if you've already opened the TV app and cruised right past this part), you can access the same options by going to Settings➪TV Provider (see **Figure 20-4**), tapping the name of your provider, and then entering your account information. If you're not sure of your account information, you'll need to contact your provider for assistance.

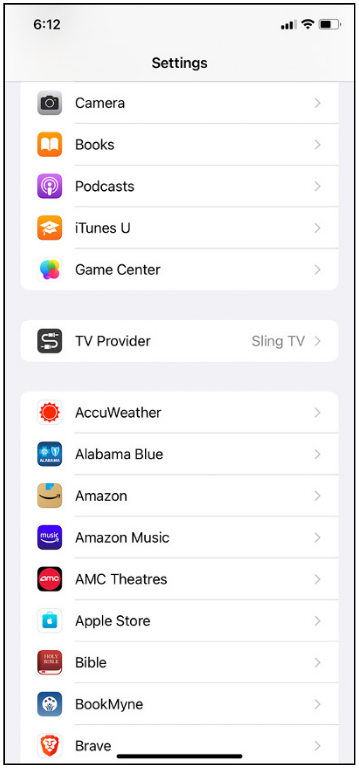
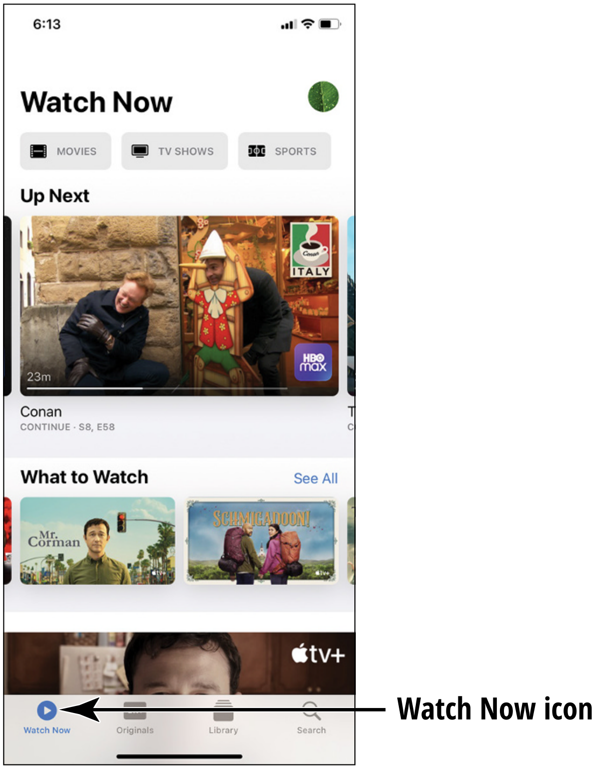

6:12
Settings
Camera
Books
Podcasts
iTunes U
Game Center
TV Provider
Sling TV
AccuWeather
Alabama Blue
Amazon
Amazon Music
AMC Theatres
Apple Store
Bible
BookMyne
Brave

FIGURE 20-4

The TV app offers a couple of ways to view movies and TV shows: via third-party providers (many require a subscription, such as Amazon's Prime Video, Disney+, and Netflix) or items you've purchased or rented from the iTunes Store.

Content from third-party providers

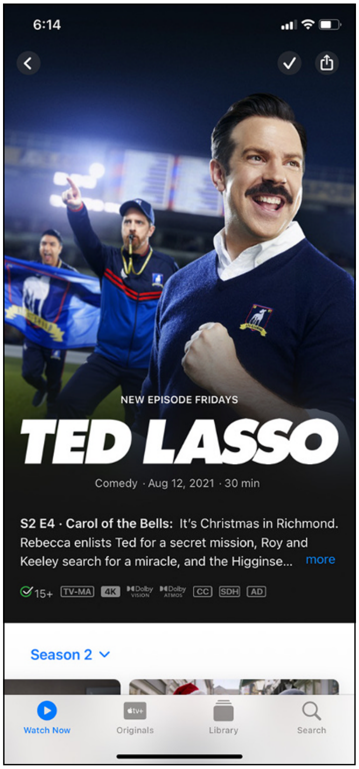
To access content from providers like Apple TV+, NBC, ABC, and PBS, open the TV app and tap the Watch Now icon in the bottom left of your screen (**Figure 20-5**). Swipe to see hit shows and browse by genres such as Comedy or Action.


6:13
Watch Now
MOVIES
TV SHOWS
SPORTS
Up Next
ITALY
HBO max
23m
Conan
CONTINUE · S8, E58
What to Watch
See All
Mr. Corman
SCHMIGADOON!
tv+
Watch Now
Originals
Library
Search

Watch Now icon

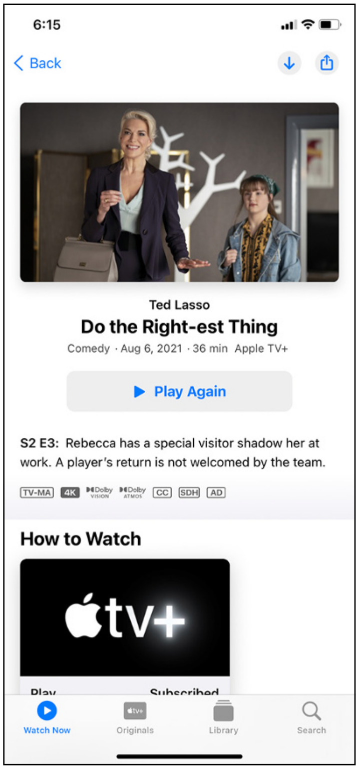
FIGURE 20-5

Tap a show that interests you, like I did in **Figure 20-6**. Tap an episode to begin playing it or tap the Details button (you may need to swipe down a bit to find it) to see a description of the episode, as shown in **Figure 20-7**. If you have the app that supports the video, the video will open automatically in the correct app. You may be prompted to connect apps from providers like PBS and ABC to the TV app so you can watch their videos in TV. If you want to do so, tap Connect; if not, just tap Not Now. If you don't have the app installed that you need to watch the video, you'll be asked if you'd like to download and install it.


6:14
NEW EPISODE FRIDAYS
TED LASSO
Comedy · Aug 12, 2021 · 30 min
15+ TV-MA 4K Dolby VISION Dolby ATMOS CC SDH AD
Season 2
Watch Now
Originals
Library
Search

S2 E4 · Carol of the Bells: It's Christmas in Richmond. Rebecca enlists Ted for a secret mission, Roy and Keeley search for a miracle, and the Higginse... more

FIGURE 20-6


6:15
Back
Ted Lasso
Do the Right-est Thing
Comedy · Aug 6, 2021 · 36 min Apple TV+
Play Again
TV-MA 4K Dolby VISION Dolby ATMOS CC SDH AD
How to Watch
tv+
Play
Subscribed
Watch Now
Originals
Library
Search

S2 E3: Rebecca has a special visitor shadow her at work. A player's return is not welcomed by the team.

FIGURE 20-7

TIP

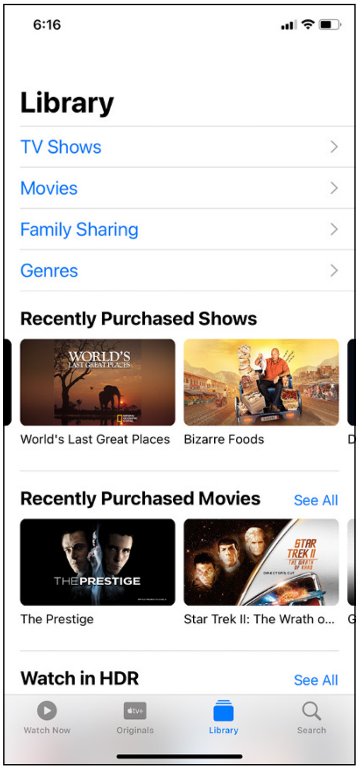
With Home Sharing set up for your iPhone and computer, you can stream videos from your computer to your iPhone. Check out this Apple Support article for more info regarding Home Sharing and how to set it up for your devices: `https://support.apple.com/en-us/HT202190`.

Content from the iTunes Store

To access video you've purchased or rented from the iTunes Store, follow these steps:

1. Tap the TV app icon on the Home screen to open the application, and then tap Library at the bottom of the screen.

   A screen similar to the one in **Figure 20-8** appears.



6:16

Library

TV Shows

Movies

Family Sharing

Genres

Recently Purchased Shows

World's Last Great Places

Bizarre Foods

Recently Purchased Movies

See All

The Prestige

Star Trek II: The Wrath o…

Watch in HDR

See All

FIGURE 20-8

2. Tap the appropriate category at the top of the screen (TV Shows, Movies, Family Sharing, Genres, and more, depending on the content you've downloaded), and then tap the video you want to watch.

   Information about the movie or TV show episodes appears.

3. For a TV show, tap the episode that you'd like to play. For a movie, tap the play icon (which appears on the description screen).

The movie or TV show begins playing. If you see a small, cloud-shaped icon instead of a play icon, tap it and the content is downloaded from iCloud.

4. With the playback tools displayed (as shown in **Figure 20-9**), take any of these actions:
   - To pause playback, tap the pause icon.
   - To move to a different location in the video playback, drag the video slider or tap one of the buttons labeled 15 to go backward or forward 15 seconds.

     If a video has chapter support, a Scenes button appears for displaying all chapters so that you can move more easily from one to another. You can also tap Go to Previous Chapter or Go to Next Chapter to navigate.
   - To decrease or increase the volume, tap the circular button on the volume slider and drag the button left or right, respectively.

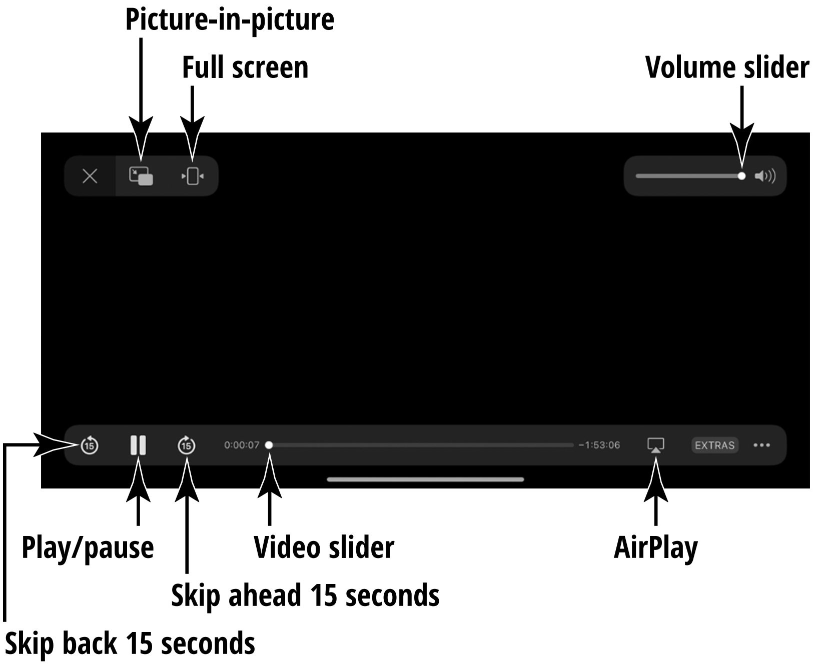

Picture-in-picture
Full screen
Volume slider
15
0:00:07
−1:53:06
EXTRAS
Play/pause
Video slider
AirPlay
Skip ahead 15 seconds
Skip back 15 seconds

FIGURE 20-9

TIP

If your controls disappear during playback, just tap the screen and they'll reappear.

5. To stop the video and return to the information screen, tap the Done button to the left of the progress bar.

Turn On Closed-Captioning

The iTunes Store and iPhone offer support for closed-captioning and subtitles. To use this feature, look for the CC logo on media that you download.

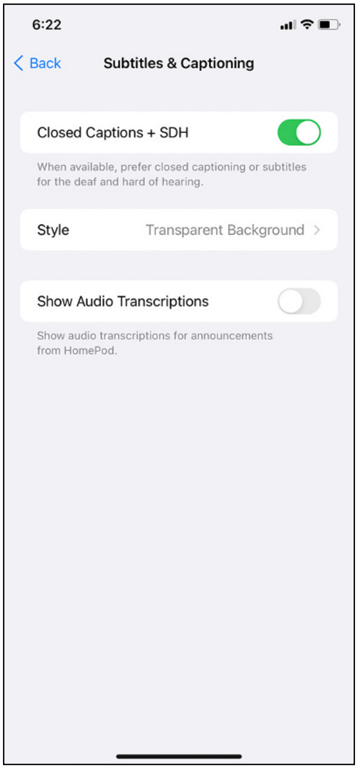
TECHNICAL STUFF

Video that you record doesn't have this capability.

If a movie has either closed-captioning or subtitles, you can turn on the feature on your iPhone:

1. Begin by tapping the Settings icon on the Home screen.
2. Tap Accessibility, and then scroll down and tap Subtitles & Captioning in the Hearing section.
3. On the menu that appears, tap the Closed Captions + SDH switch (see **Figure 20-10**) to turn the feature on (green).

Now when you play a movie with closed-captioning, you can tap the more icon (three dots) to the right of the playback controls, and then tap Subtitles to manage these features.


6:22

Back

Subtitles & Captioning

Closed Captions + SDH

When available, prefer closed captioning or subtitles for the deaf and hard of hearing.

Style Transparent Background

Show Audio Transcriptions

Show audio transcriptions for announcements from HomePod.

FIGURE 20-10

Delete a Video from the iPhone

You can buy videos directly from your iPhone, or you can sync via iCloud, Finder (a Mac running macOS Catalina or newer), or iTunes (a PC or a Mac running macOS Mojave or earlier) to place content you've bought or created on another device on your iPhone.

When you want to get rid of memory-hogging video content on your iPhone, do the following:

1. Open the TV app and then go to the TV show or movie you want to delete.
2. Tap the downloaded icon (rectangle with a check mark).
3. Tap Remove Download in the options that appear.

   The downloaded video will be deleted from your iPhone.

If you buy a video from Apple on your computer, sync to download it to your iPhone, and then delete it from your iPhone, it's still saved in your Library. You can sync your computer and iPhone again to download the video. Remember, however, that rented movies, when deleted, are gone with the wind. Also, video — unlike photos and music — doesn't sync to iCloud.

IN THIS CHAPTER

- » View your current location
- » Change views and zoom
- » Go to other locations or favorites
- » Drop markers and find directions
- » Get turn-by-turn navigation help

Chapter 21

Navigating with Maps

The Maps app has lots of useful functions. You can find directions with alternative routes from one location to another. You can bookmark locations to return to them. And the Maps app delivers information about locations, such as phone numbers and web links to businesses. You can even add a location to your Contacts list or share a location link with your buddy using Mail, Messages, Twitter, or Facebook. The Nearby feature helps you explore local attractions and businesses, and transit view lets you see public transit maps for select cities around the world.

Maps also includes other great features, such as lane guidance (helps you get in the correct lane for upcoming turns), speed limit indicators for many roads, and maps of such indoor locations as shopping centers and airports. With the Look Around feature, Maps will alert you to speed cameras and red-light cameras, and will help owners of electric vehicles plan their routes based on the availability of charging stations. iOS 15 even includes a great view of the entire globe that you can use to discover the world!

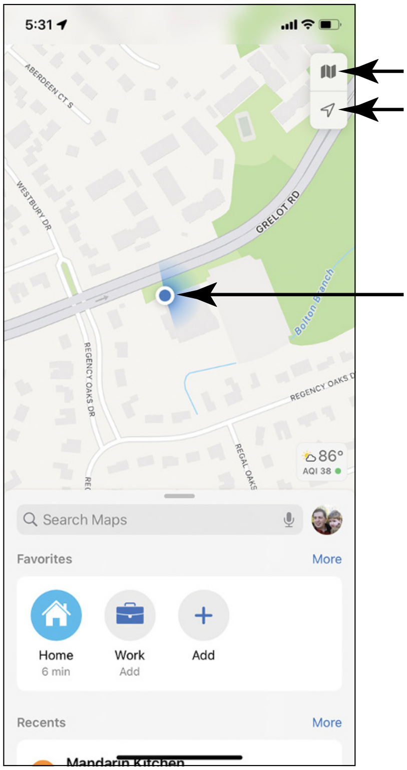
You're about to have some fun exploring Maps in this chapter. Just don't do it while driving!

Go to Your Current Location

iPhone can figure out where you are at any time and display your current location.

1. From the Home screen, tap the Maps icon. Tap the current location button (labeled in **Figure 21-1**).

   A map is displayed with your current location indicated with a marker.


5:31
ABERDEEN CT S
WESTBURY DR
GRELOT RD
Bolton Branch
REGENCY OAKS DR
REGENCY OAKS D
REGAL OAKS
86°
AQI 38
Search Maps
Favorites
More
Home
6 min
Work
Add
Add
Recents
More
Mandarin Kitchen

Map view button

Current location button

Your current location

FIGURE 21-1

TECHNICAL STUFF

Depending on your connection, Wi-Fi or cellular, a pulsating circle may appear around the marker, indicating that the area surrounding your location is based on cell tower triangulation. Your exact location can be anywhere within the area of the circle, and the location service is likely to be less accurate using a Wi-Fi connection than your phone's cellular connection.

2. Double-tap the screen to zoom in on your location.

   (Additional methods of zooming in and out are covered in the "Zoom In and Out" section in this chapter.)

TIP

As mentioned, if you access maps via a Wi-Fi connection, your current location is a rough estimate based on triangulation. Your iPhone can more accurately pinpoint where you are by using your cellular data connection, your iPhone's global positioning system (GPS), and Bluetooth. But you can get pretty accurate results with just a Wi-Fi–connected iPhone if you type a starting location and an ending location to get directions.

Change Views

The Maps app offers four primary views: explore, driving, transit, and satellite. iPhone displays the explore view by default the first time you open Maps. To change views:

1. With Maps open, tap the map view button in the upper right of the screen (refer to Figure 21-1) to reveal the Choose Map dialog, as shown in **Figure 21-2.**
2. Tap the Transit button, and then tap the X button (close) in the upper right of the dialog.

   In transit view, you see data about public transit if you're viewing a major city for which transit information is available.

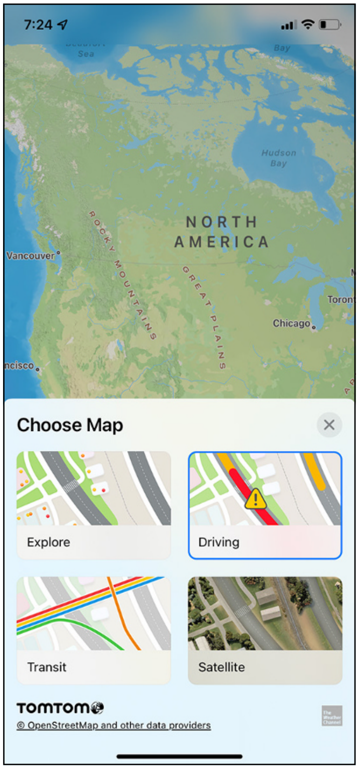

7:24
Hudson Bay
NORTH AMERICA
ROCKY MOUNTAINS
GREAT PLAINS
Vancouver
Chicago
Toron
ncisco
Choose Map
Explore
Driving
Transit
Satellite
TOMTOM
© OpenStreetMap and other data providers

FIGURE 21-2

3. Tap the map view button again, tap the Satellite button, and then tap the X button.

   The satellite view appears, as shown in **Figure 21-3**.

4. You can display a 3D effect (see **Figure 21-4**) for any view by swiping up on the screen with two fingers (or simply tap the 3D button in satellite view). Tap the 2D button that appears to revert to two-dimensional imaging.

TIP

Maps displays a weather icon in the lower-right corner of a map to indicate the weather conditions in the area. Press and hold down on the weather icon to display even more weather-related info.

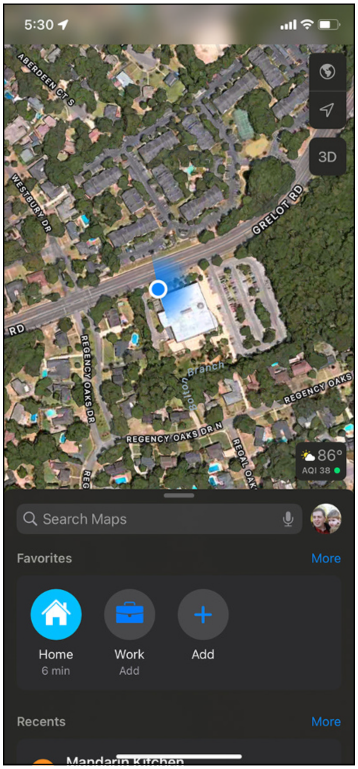

5:30
3D
GRELOT RD
REGENCY OAKS DR N
86°
AQI 38
Search Maps
Favorites
More
Home
6 min
Work
Add
Add
Recents
More
Mandarin Kitchen

FIGURE 21-3

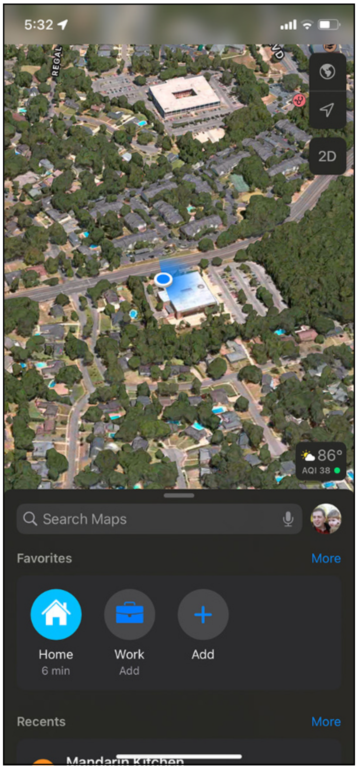

5:32
2D
86°
AQI 38
Search Maps
Favorites
More
Home
6 min
Work
Add
Add
Recents
More
Mandarin Kitchen

FIGURE 21-4

Zoom In and Out

You'll appreciate the zoom feature because it gives you the capability to zoom in and out to see more detailed or less detailed maps and to move around a displayed map.

1. With a map displayed, double-tap with a single finger to zoom in, as shown in **Figure 21-5**.

   The image on the left shows the map before zooming in, and the image on the right shows the map after zooming and using 3D.

2. Double-tap with two fingers to zoom out, revealing less detail.
3. Place two fingers together on the screen and then move them apart to zoom in.

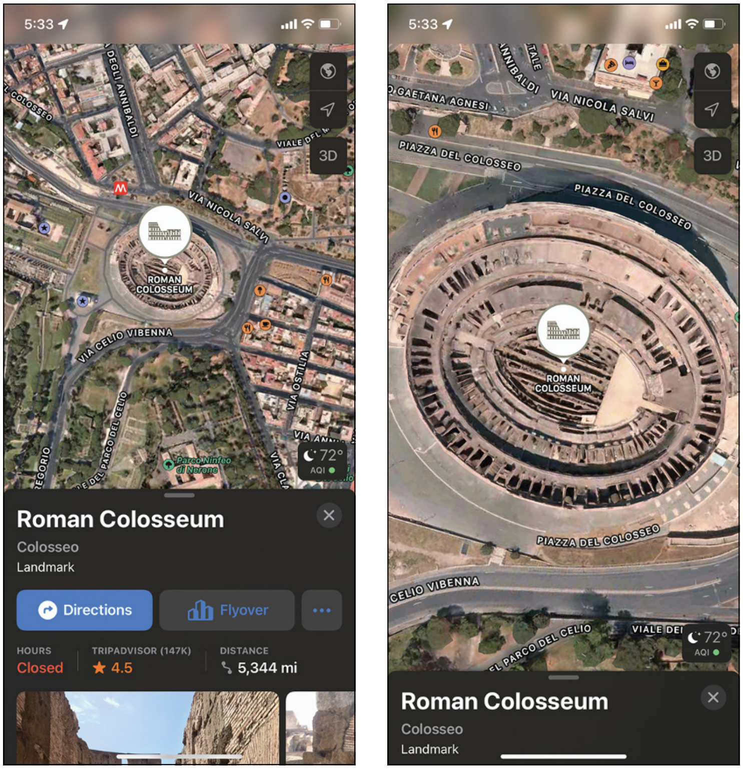

5:33
Roman Colosseum
Colosseo
Landmark
Directions
Flyover
HOURS
Closed
TRIPADVISOR (147K)
4.5
DISTANCE
5,344 mi
3D
72°
AQI
VIA NICOLA SALVI
VIA CELIO VIBENNA
PIAZZA DEL COLOSSEO
ROMAN COLOSSEUM
5:33
Roman Colosseum
Colosseo
Landmark

FIGURE 21-5

4. Place two fingers apart on the screen and then pinch them together to zoom out.
5. Double-tap the screen, but on the second tap hold your finger down on the screen. Now, drag your finger up or down the screen to zoom in or out.

   This action is called one-handed zoom, and it allows you to zoom in and out with just one finger.
6. Press your finger to the screen and drag the map in any direction to move to an adjacent area.

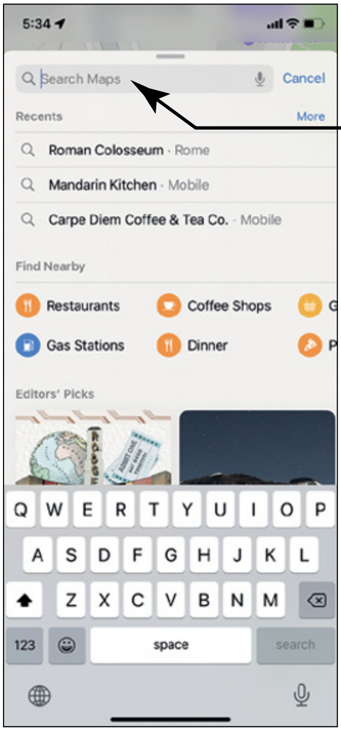
TIP

It can take a few moments for the map to redraw itself when you enlarge, reduce, or move around it, so be patient. Areas that are being redrawn look like blank grids but are filled in eventually. Also, if you're using satellite view, zooming in may take some time; wait it out. The blurred image will resolve and looks quite nice, even tightly zoomed.

Go to Another Location or a Favorite

You don’t have to view just your current location. Maps allows you to view cities across the globe by simply typing their name in the search field.

1. With Maps open, tap in the search field to display the keyboard, as shown in **Figure 21-6**.


5:34
Search Maps
Cancel
Recents
More
Roman Colosseum · Rome
Mandarin Kitchen · Mobile
Carpe Diem Coffee & Tea Co. · Mobile
Find Nearby
Restaurants
Coffee Shops
Gas Stations
Dinner
Editors' Picks
Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M
123
space
search

Search field

FIGURE 21-6

2. Type a location, using either a street address with city and state, a stored contact name, or a destination (such as Empire State Building or Lincoln Memorial).

   Maps may make suggestions as you type if it finds any logical matches. Tap the result you prefer. The location appears with a marker on it (the marker depends on the type of establishment, such as restaurant or landmark) and an information dialog with the location name and a blue travel mode/time button (see **Figure 21-7**). The icon in the blue travel mode/time button indicates the mode of travel, such as driving or transit.

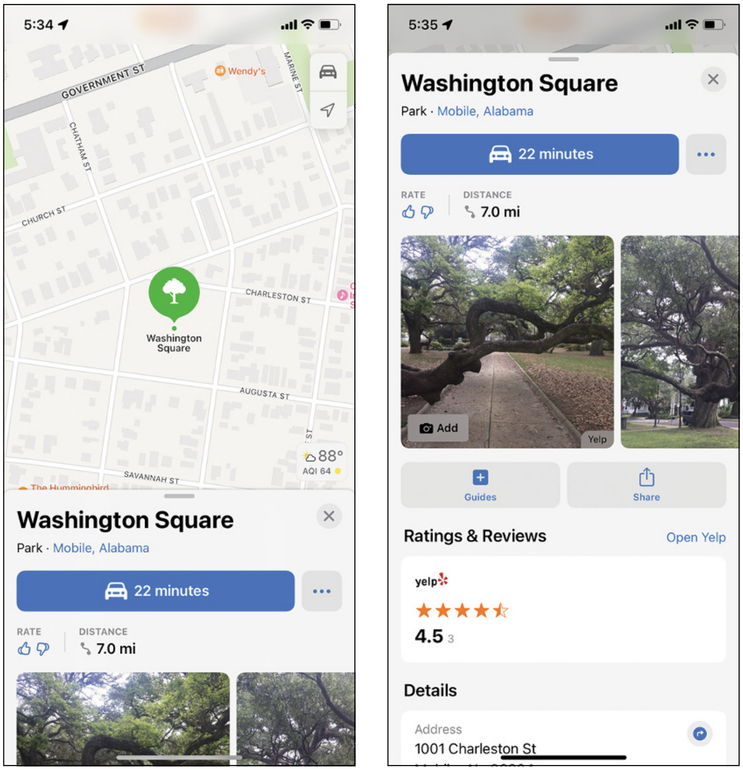

5:34
GOVERNMENT ST
Wendy's
MARINE ST
CHATHAM ST
CHURCH ST
CHARLESTON ST
Washington Square
AUGUSTA ST
SAVANNAH ST
88°
AQI 64
The Hummingbird
Washington Square
Park · Mobile, Alabama
22 minutes
RATE
DISTANCE
7.0 mi
5:35
Washington Square
Park · Mobile, Alabama
22 minutes
RATE
DISTANCE
7.0 mi
Add
Yelp
Guides
Share
Ratings & Reviews
Open Yelp
yelp
4.5 3
Details
Address
1001 Charleston St

FIGURE 21-7

3. Swipe up on the information dialog and more information is displayed, such as pictures of the location, address, and phone number.
4. To move back to the map, swipe down on the information dialog. To move to a nearby location, tap the screen and drag in any direction.

Drop a Marker (or Pin)

Markers and pins are the same, but the iOS 15 version of Maps leans toward using markers as the default term. I felt that this part of the chapter was the best place to explain that difference, in case you've used iOS devices in the past and have always referred to marked locations as pins and were wondering what this marker business was all about.

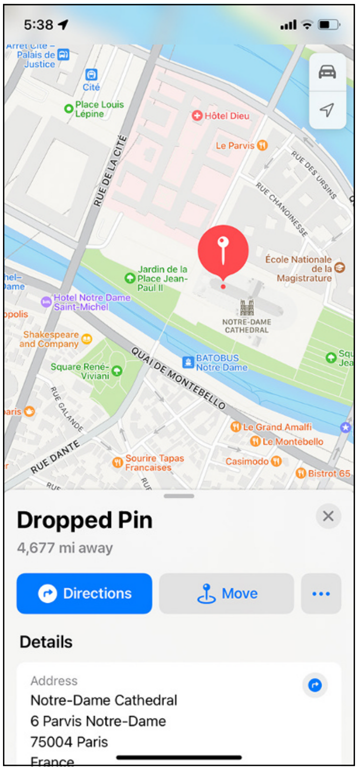
1. Display a map that contains a spot where you want to drop a marker to help you find directions to or from that site.

   If you need to, you can zoom in to a more detailed map to see a better view of the location you want to mark.

2. Press and hold down on the screen at the location where you want to place the marker.

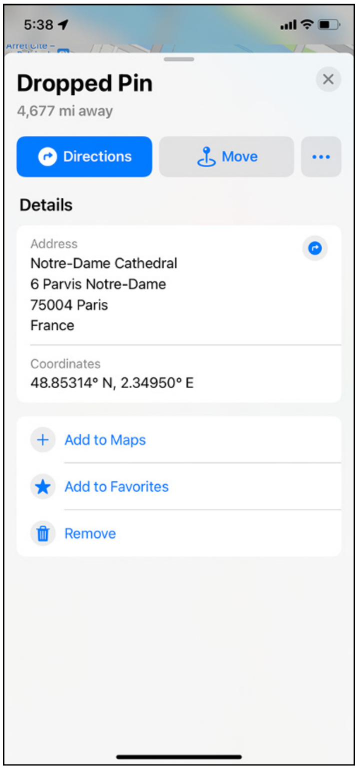
   The marker appears, together with an information dialog, as shown in **Figure 21-8**.

3. Swipe up on the information dialog to display details about the marker location, as shown in **Figure 21-9**.


5:38
Palais de Justice
Cité
Place Louis Lépine
Hôtel Dieu
Le Parvis
RUE DE LA CITÉ
RUE DES URSINS
RUE CHANOINESSE
École Nationale de la Magistrature
Jardin de la Place Jean-Paul II
Hotel Notre Dame Saint-Michel
NOTRE-DAME CATHEDRAL
Shakespeare and Company
Square René-Viviani
BATOBUS Notre Dame
QUAI DE MONTEBELLO
RUE GALANDE
RUE DANTE
Le Grand Amalfi
Le Montebello
Sourire Tapas Francaises
Casimodo
Bistrot 65
Dropped Pin
4,677 mi away
Directions
Move
Details

Address
Notre-Dame Cathedral
6 Parvis Notre-Dame
75004 Paris
France

FIGURE 21-8


5:38
Dropped Pin
4,677 mi away
Directions
Move
Details
Add to Maps
Add to Favorites
Remove

Address
Notre-Dame Cathedral
6 Parvis Notre-Dame
75004 Paris
France

Coordinates
48.85314° N, 2.34950° E

FIGURE 21-9

TIP

If a location has associated reviews on sites such as the restaurant and travel review site Yelp (`www.yelp.com`), you can display details about the location and scroll down to read the reviews.

Find Directions

You can get directions in a couple of different ways.

1. Tap a marker on your map and then tap the blue travel mode/time button in the information dialog.

   A blue line appears, showing the route between your current location and the chosen marker, as shown in **Figure 21-10**. Sometimes alternate routes will appear as well (in a lighter shade of blue), allowing you to select which you'd rather take; just tap the alternate route if you deem it's best for you.
2. Tap the green Go button to get started, or tap the close icon (X) on the right side to return to the Maps main screen.

You can also manually enter two locations to get directions from one to the other:

1. To enter two locations to get directions from one to the other, tap the search field to open the keyboard. Begin to type the location you'd like to get to, and then select the location from the list.

   In the information dialog that appears, you see the destination at the top and From just below it (shown in **Figure 21-11**).
2. My Location is the default, but if you want to change it to a different location, tap My Location, type the new starting point, and then tap Route in the upper-right corner.

   TIP

   At the bottom of the directions dialog (refer to Figure 21-11) you see the default drive icon, as well as walk, transit, cycling, and ride icons. Tap one of them to see directions optimized for that mode of transportation.
3. Tap the green Go button when you're ready to start on your route.

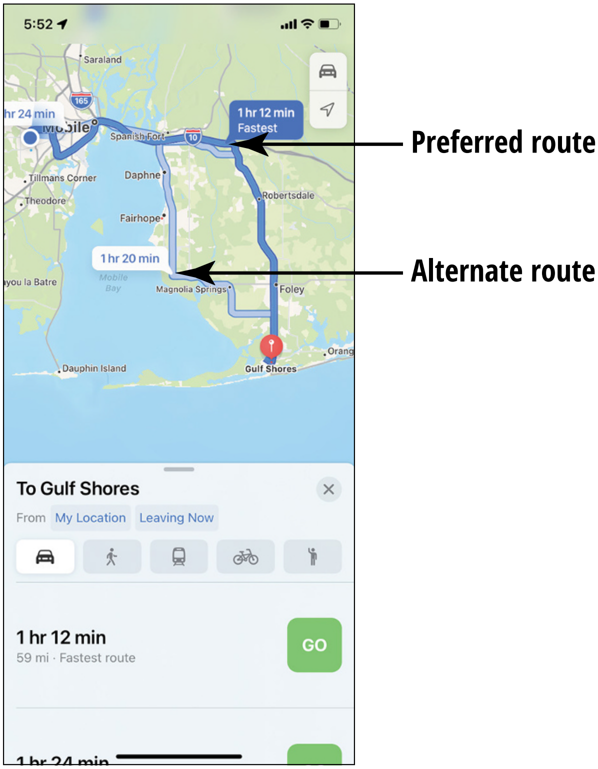

Preferred route
Alternate route
1 hr 12 min Fastest
1 hr 20 min
hr 24 min
To Gulf Shores
From My Location Leaving Now
1 hr 12 min
59 mi · Fastest route
GO

FIGURE 21-10

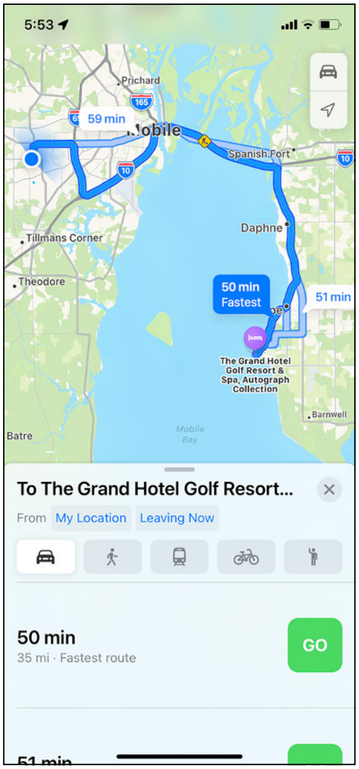

59 min
50 min Fastest
51 min
The Grand Hotel Golf Resort & Spa, Autograph Collection
To The Grand Hotel Golf Resort...
From My Location Leaving Now
50 min
35 mi · Fastest route
GO

FIGURE 21-11

Get Turn-by-Turn Navigation Help

Maps is all too happy to help you with voice instructions to move from place to place.

1. After you've found directions, tap the green Go button to get started.

   The narration begins and text instructions are displayed at the top of the screen, as shown in **Figure 21-12**. Estimated arrival time and distance are shown at the bottom of the screen in the collapsed information dialog.

2. Continue on your way according to the route until the next instruction is spoken.

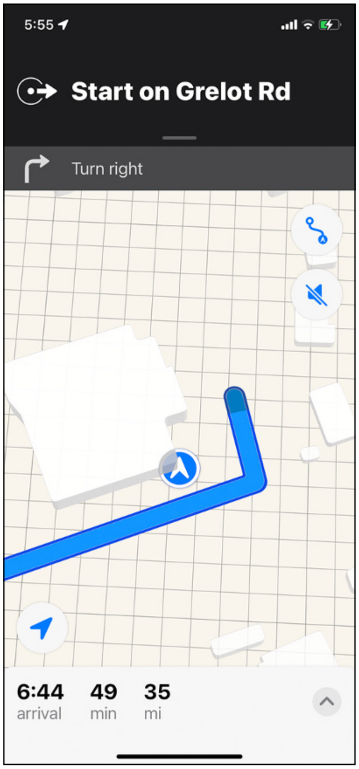


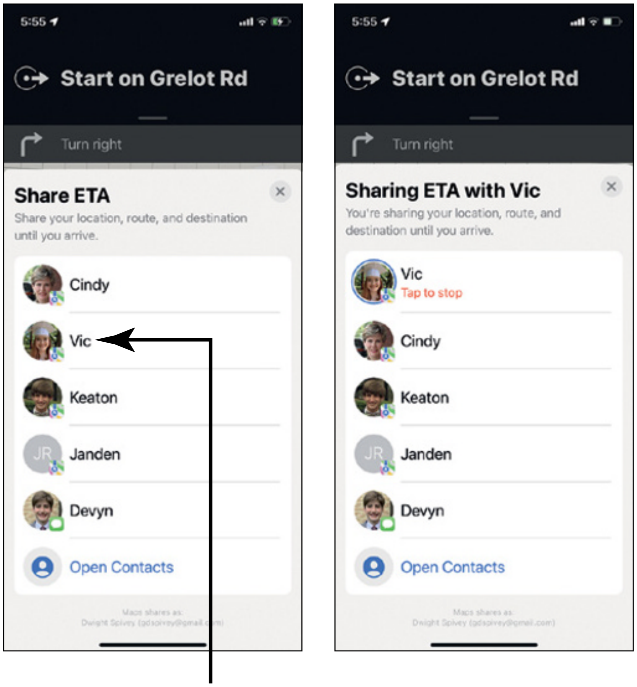
FIGURE 21-12

3. To share an ETA with others at any time, swipe up on the information dialog, and then tap the Share ETA button that appears. Select a contact from the list of your favorites (as shown in **Figure 21-13**), or tap Contacts to select the one you want to share with, and then go along your merry way.

   At the bottom of the screen, you can see that you're sharing your ETA with the contact you've selected. To stop sharing, swipe up on the information dialog. Tap the Share ETA button, and tap the contact. Then swipe down to return to your directions.

4. To see the details of your route, as shown in **Figure 21-14**, tap the top of the screen. Swipe up to resume turn-by-turn navigation.

5. To turn the spoken navigation aid on or off, tap the audio icon on the right. Adjust the audio settings to your liking (as shown in **Figure 21-15**).


5:55

Start on Grelot Rd

Turn right

Share ETA

Share your location, route, and destination until you arrive.

Cindy
Vic
Keaton
Janden
Devyn
Open Contacts

Maps shares as:
Dwight Spivey (gdspivey@gmail.com)

5:55

Start on Grelot Rd

Turn right

Sharing ETA with Vic

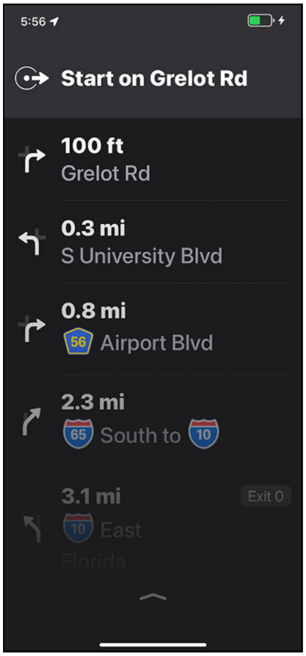
You're sharing your location, route, and destination until you arrive.

Vic
Tap to stop
Cindy
Keaton
Janden
Devyn
Open Contacts

Maps shares as:
Dwight Spivey (gdspivey@gmail.com)

Tap a contact to share ETA

FIGURE 21-13


5:56

Start on Grelot Rd

100 ft
Grelot Rd

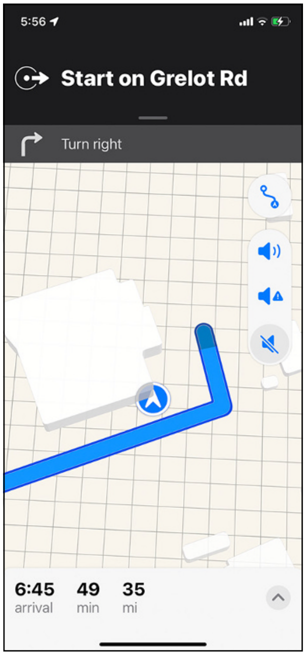
0.3 mi
S University Blvd

0.8 mi
56 Airport Blvd

2.3 mi
65 South to 10

3.1 mi Exit 0
10 East
Florida

FIGURE 21-14


5:56

Start on Grelot Rd

Turn right

6:45 arrival 49 min 35 mi

FIGURE 21-15

6. Maps ends the route automatically after you arrive, but you can end the route manually by swiping up on the information dialog and tapping the End Route button, as shown in **Figure 21-16**.

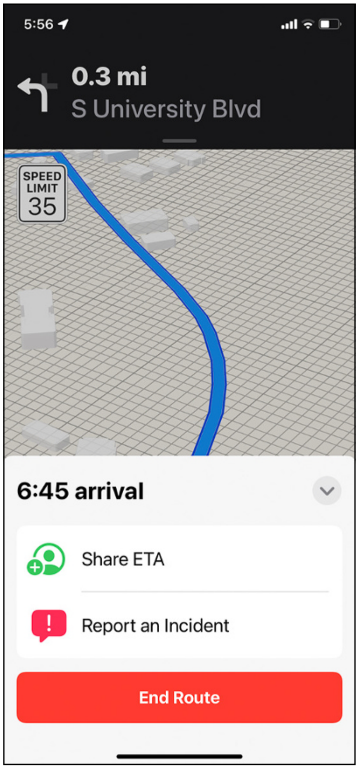

5:56
0.3 mi
S University Blvd
SPEED LIMIT 35
6:45 arrival
Share ETA
Report an Incident
End Route

FIGURE 21-16

TIP

It's no problem if you need to perform another task while in the middle of getting directions. Press the Home button or swipe up from the bottom of the screen (for iPhone models without a Home button) to get out of Maps. A blue bar appears at the top of your screen. After your other task is complete, simply tap that blue bar to get back to your navigation in Maps.

Go Globetrotting!

I love the new interactive 3D globe in Maps for iOS 15! You can tour the world and check out the sights, right from your iPhone. It kind of reminds me of the globe my teacher used to have in our fourth-grade homeroom.

To view the interactive globe:

1. Zoom out and continue to do so until you see the globe of the Earth, as shown in **Figure 21-17**.
2. Swipe the screen to rotate the globe, and pinch to zoom in and out of areas, as I'm doing in **Figure 21-18**.
3. Have fun!

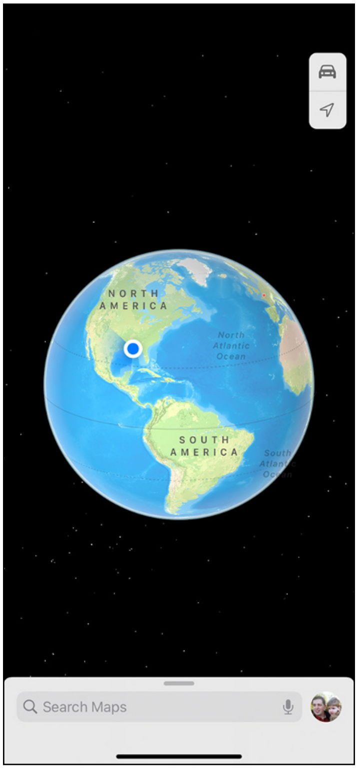

NORTH AMERICA
North Atlantic Ocean
SOUTH AMERICA
South Atlantic Ocean
Search Maps

FIGURE 21-17

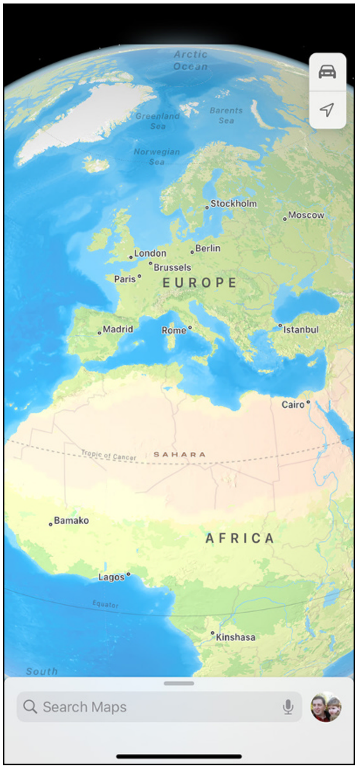

Arctic Ocean
Greenland Sea
Barents Sea
Norwegian Sea
Stockholm
Moscow
London
Berlin
Brussels
Paris
EUROPE
Madrid
Rome
Istanbul
Cairo
Tropic of Cancer
SAHARA
Bamako
AFRICA
Lagos
Equator
Kinshasa
South
Search Maps

FIGURE 21-18

5

Living with Your iPhone

IN THIS PART . . .

Scheduling your life

Receiving reminders and notifications

Keeping track of your health

Troubleshooting and maintaining your iPhone

IN THIS CHAPTER

- » Add calendar events
- » Create a repeating event
- » View, search for, and delete events
- » Add an alert to an event
- » Display clocks
- » Set and delete alarms
- » Use the Stopwatch and Timer apps

Chapter 22

Keeping on Schedule with Calendar and Clock

Whether you're retired or still working, you have a busy life full of activities (perhaps even busier if you're retired, for some unfathomable reason). You need a way to keep on top of all those activities and appointments. The Calendar app on your iPhone is a simple, elegant, electronic daybook that helps you do just that.

In addition to being able to enter events and view them in a list or by the day, week, or month, you can set up Calendar to send alerts to remind you of your obligations and search for events by keywords. You can even set up repeating events, such as birthdays, monthly get-togethers with friends, or weekly babysitting appointments with the kids in your life. To help you coordinate calendars on multiple devices, you can also sync events with other calendar accounts. And by taking advantage of the Family Sharing feature, you can create a Family calendar that everybody in your family can view and add events to.

Another preinstalled app that can help you stay on schedule is Clock. Though simple to use, Clock helps you view the time in multiple locations, set alarms, check yourself with a stopwatch feature, and use a timer.

In this chapter, you master the simple procedures for getting around your calendar, creating a Family calendar, entering and editing events, setting up alerts, syncing, and searching. You also learn the straightforward ins and outs of using Clock.

View Your Calendar

Calendar offers several ways to view your schedule.

1. Start by tapping the Calendar app icon on the Home screen to open it.

   Depending on what you last had open and the orientation in which you're holding your iPhone, you may see today's calendar, list view, the year, the month, the week, an open event, or the Search screen with search results displayed.

   TIP

   If you happen to own an iPhone model with a wider screen, when you hold it horizontally in the Calendar app, you see more information on the screen than you see on other iPhone models. For example, in month view, you see the entire month on the left and detailed information on events for the selected day.

2. Tap Today at the bottom of the screen to display today view (if it isn't already displayed), and then tap the list view icon to see all scheduled events for that day.

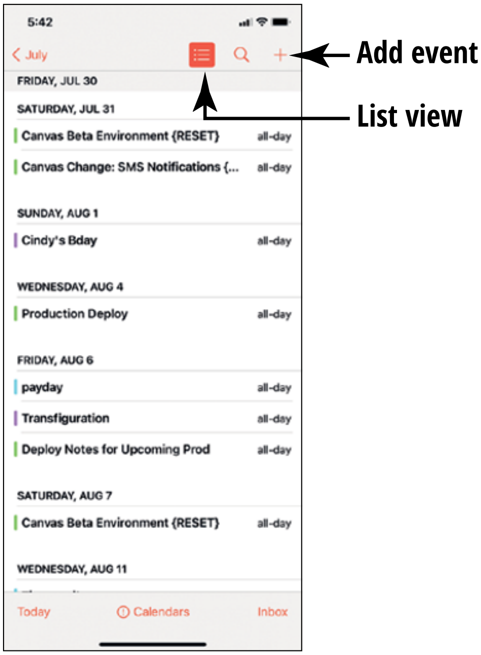
   List view, shown in **Figure 22-1**, displays your daily appointments for every day in a list, with times listed on the right. Tap an event in the list to get more event details.

TIP

3. To display events only from a particular calendar or set of calendars, such as the Birthday or US Holidays calendars, tap Calendars at the bottom of list view and select which calendar(s) to view by tapping the circle to the left of the calendar name(s). Tap Done in the upper-right when finished.

   A check mark in the circle indicates that calendar's items will be displayed.

4. Tap the current month in the upper-left corner to display months; in month view, the list view icons changes to a combined view icon. Tap this to show the month calendar at the top and a scrollable list of events at the bottom, as shown in **Figure 22-2**. Tap the icon again to return to month view.



FRIDAY, JUL 30

SATURDAY, JUL 31

Canvas Beta Environment {RESET} all-day

Canvas Change: SMS Notifications {... all-day

SUNDAY, AUG 1

Cindy's Bday all-day

WEDNESDAY, AUG 4

Production Deploy all-day

FRIDAY, AUG 6

payday all-day

Transfiguration all-day

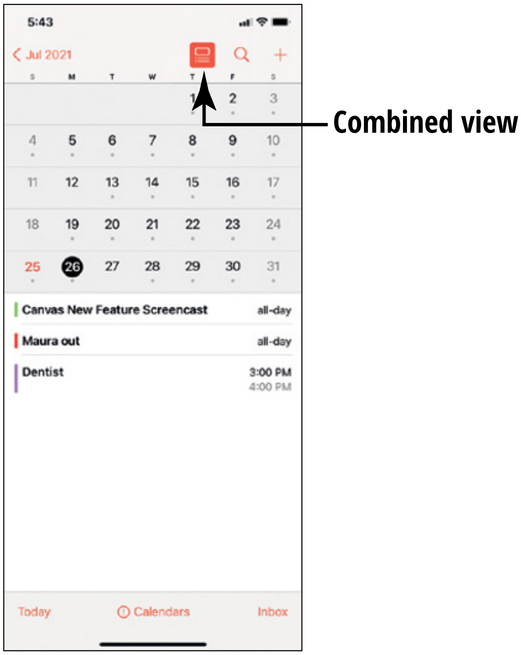
Deploy Notes for Upcoming Prod all-day

SATURDAY, AUG 7

Canvas Beta Environment {RESET} all-day

WEDNESDAY, AUG 11

FIGURE 22-1



S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Canvas New Feature Screencast all-day

Maura out all-day

Dentist 3:00 PM 4:00 PM

FIGURE 22-2

5. Tap a date in month view; you see the week containing that date at the top and the selected day's events below.

TECHNICAL STUFF

   The week view can't display combined lists.

6. In month view, note the year displayed at the top left of the screen. Tap the arrow to its left to get a yearly display (see **Figure 22-3**), and then tap a month to display it.

   In year view, you see the calendar for the entire year with the current day circled in red.

   You can move from one month to the next in month view also by scrolling up or down the screen.

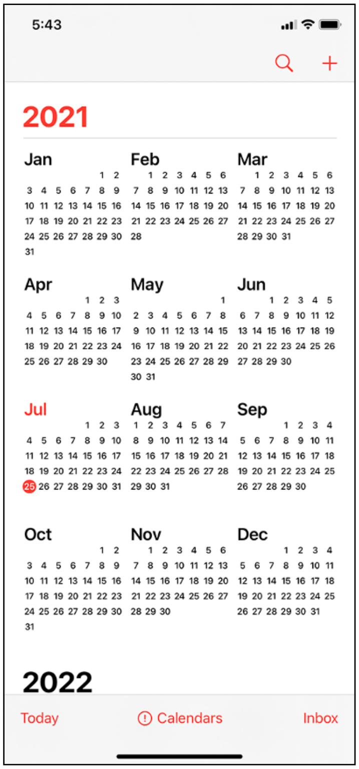


FIGURE 22-3

7. To jump back to today view, tap Today in the bottom-left corner of the screen. The month containing the current day is displayed.

TIP

To view any invitation that you accepted, which placed an event on your calendar, tap Inbox in the lower-right corner. A list of accepted invitations is displayed. To view them all, tap the New tab and then the Replied tab. Tap Done to return to the calendar.

Add Calendar Events

Calendars are fun, but adding events to them makes them functional. Here's how to add events to calendars:

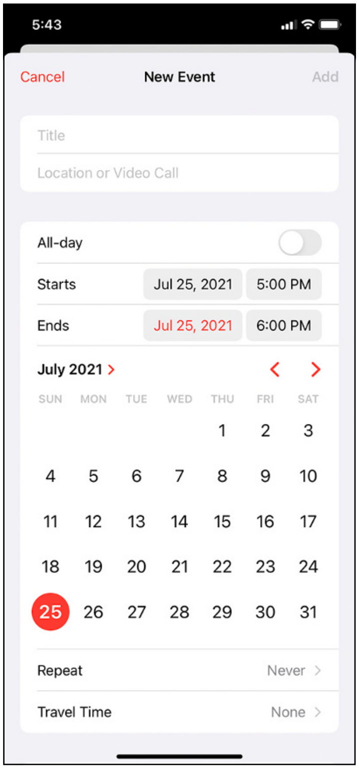
1. With any view displayed, tap + (add) in the upper-right corner of the screen to add an event.

   The New Event dialog appears.

2. Enter a title for the event and, if you want, a location.

3. Tap the All-Day switch to turn it on for an all-day event, or tap the Starts and Ends fields to set start and end times for the event.

   As shown in **Figure 22-4**, a calendar or a clock appears when you tap either the date or time button.



5:43
Cancel
New Event
Add
Title
Location or Video Call
All-day
July 2021 >
SUN
MON
TUE
WED
THU
FRI
SAT
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

Starts Jul 25, 2021 5:00 PM

Ends Jul 25, 2021 6:00 PM

Repeat Never

Travel Time None

FIGURE 22-4

4. To select which calendar to use for the event, add a note, or change other settings, scroll down in the New Event dialog and do the following:

   - To select a different calendar, tap the Calendar button, tap the calendar you'd like to use for this event, and then tap New Event in the upper left.
   - To add a note, tap in the Notes field, type your note, and then tap the Add button to save the event.
   - To change another setting, tap its button, tap any options you'd like to adjust, and then tap New Event in the upper-left corner.

TIP

You can edit any event at any time. Simply tap the event in any view of your calendar and, when the details are displayed, tap Edit in the upper-left corner. The Edit Event dialog appears, offering the same settings as the New Event dialog. Tap the Done button to save your changes or Cancel to return to the calendar without saving any changes.

Add Events with Siri

Time to play around with Siri and the Calendar app; it's a lot of fun!

1. Press and hold down on the Home button (side button for iPhone models without a Home button) or say "Hey Siri."
2. Speak a command, such as "Hey Siri. Create a meeting on October 3rd at 2:30 p.m."

   The event is automatically added to Calendar.

TIP

You can schedule an event using Siri in several ways:

- Say something like "Create event." Siri asks you first for a date and then for a time.
- Say something like "I have a meeting with John on April 1." Siri may respond by saying "I don't find a meeting with John on April 1; shall I create it?" Say "Yes" to have Siri create it.

Create Repeating Events

If you want an event to repeat, such as a weekly or monthly appointment, you can set a repeating event.

1. With any view displayed, tap + to add an event.

   The New Event dialog (refer to Figure 22-4) appears.
2. Enter a title and location for the event and set the start and end dates and times, as shown in the previous task, "Add Calendar Events."
3. Scroll down the page if necessary and then tap the Repeat field.

   The Repeat dialog shown in **Figure 22-5** is displayed.

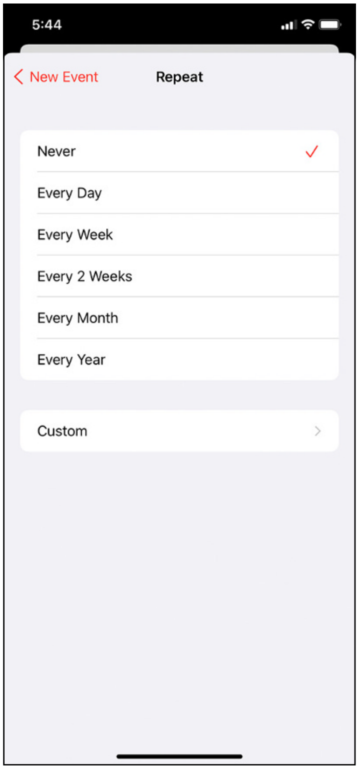

5:44
< New Event
Repeat
Never ✓
Every Day
Every Week
Every 2 Weeks
Every Month
Every Year
Custom >

FIGURE 22-5

4. You have a couple of ways to set an event to repeat:
    - Tap a preset time interval: Every Day, Every Week, Every 2 Weeks, Every Month, or Every Year. You return to the New Event dialog automatically.
    - Tap Custom and make the appropriate settings if you want to set any other interval, such as every two months on the 6th of the month. When finished, tap New Event in the upper left to return to the New Event dialog.
5. To set an expiration date for the repeated event, tap End Repeat and make the necessary settings.
6. Tap Done to return to Calendar.

TIP

Other calendar programs may give you more control over repeating events. If you want a more robust calendar feature, consider setting up your appointments in an application such as the macOS version of Calendar, Outlook, or Google Calendar and syncing it to your iPhone. But if you want to create a simple repeating event in iPhone's Calendar app, simply add the first event on a Tuesday and make it repeat every week. Easy, huh?

View an Event

Tap a Calendar event anywhere — in today, week, month, or list view — to see its details. To make changes to the event you're viewing, tap the Edit button in the upper-left corner.

Add an Alert to an Event

If you want your iPhone to alert you when an event is coming up, you can use the alert feature.

1. Tap the Settings icon on the Home screen and choose Sounds & Haptics.

2. Scroll down to Calendar Alerts and tap it; then tap any alert tone which causes iPhone to play the tone for you. Choose the alert tone you want, and then tap Back in the upper-left corner to return to Sounds & Haptics.
3. Press the Home button (or swipe up from the bottom of the screen for iPhone models without a Home button) and then tap Calendar. Create an event in your calendar or open an existing one for editing, as covered in earlier tasks in this chapter.

   TIP

   You can set your iPhone to alert you of a Calendar event by using vibration for times when the sound is muted (or the vibration can act as a secondary alert to the alert tones). Tap the Settings icon on the Home screen, tap Sounds & Haptics, tap Calendar Alerts, and then tap Vibration at the top of the screen. Select a vibration pattern from one in the list or create your own by tapping Create New Vibration. You can also disable vibrations for Calendar alerts by tapping None at the very bottom of the screen.
4. In the New Event dialog or Edit Event dialog, tap the Alert field.

   The Alert dialog appears, as shown in **Figure 22-6**.
5. Tap any preset interval and you'll return to the New Event or Edit Event dialog.

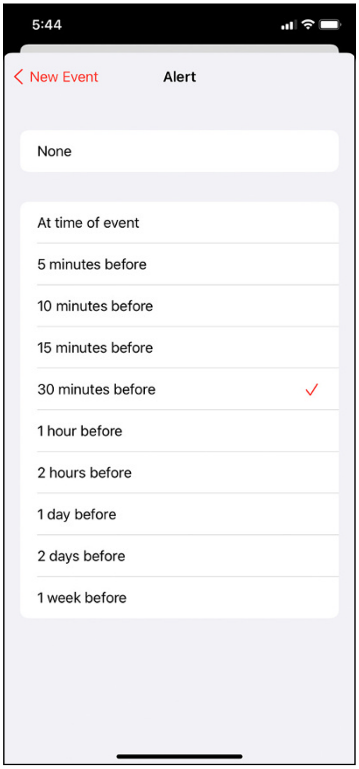
   The Alert setting appears in the dialog, as shown in **Figure 22-7**, and a Second Alert option appears if you'd like to set one.
6. To save all settings, tap Done in the Edit Event dialog or Add in the New Event dialog.

TIP

If you work for an organization that uses a Microsoft Exchange account, you can set up your iPhone to receive and respond to invitations from colleagues. When someone sends an invitation that you accept, it appears on your calendar. Check with your company network administrator (who will jump at the chance to get their hands on your iPhone) or the *iPhone User Guide* (found at `https://support.apple.com/guide/iphone/welcome/ios`) to set up this feature if it sounds useful to you.

TIP

iCloud offers individuals functionality similar to Microsoft Exchange.



5:44

New Event | Alert

None

At time of event

5 minutes before

10 minutes before

15 minutes before

30 minutes before ✓

1 hour before

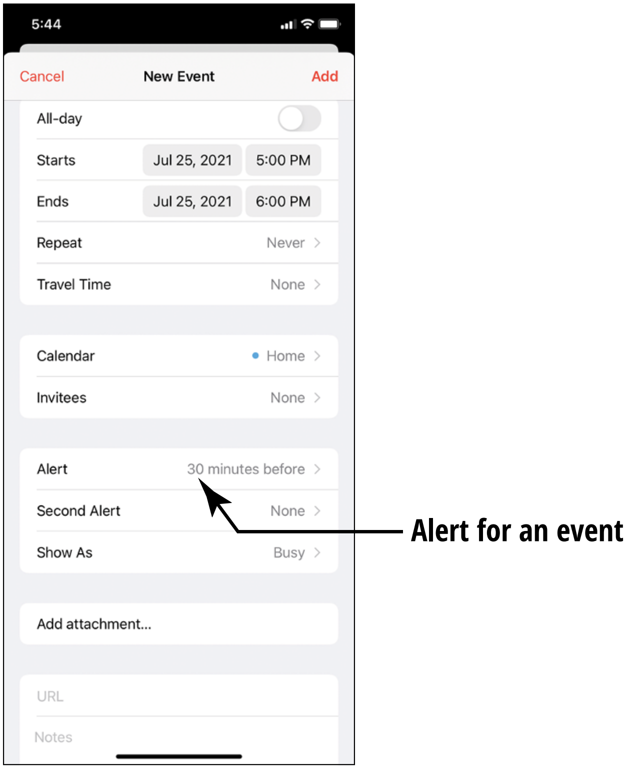
2 hours before

1 day before

2 days before

1 week before

FIGURE 22-6



5:44

Cancel | New Event | Add

All-day ○

Starts: Jul 25, 2021 5:00 PM

Ends: Jul 25, 2021 6:00 PM

Repeat: Never

Travel Time: None

Calendar: ● Home

Invitees: None

Alert: 30 minutes before

Second Alert: None

Show As: Busy

Add attachment...

URL

Notes

Alert for an event

FIGURE 22-7

Search for an Event

Can’t remember what day next week you scheduled lunch with your brother Mike? You can do a search:

1. With Calendar open in any view, tap the search icon (magnifying glass) in the top-right corner.
2. If the onscreen keyboard doesn’t automatically open, tap the search field.
3. Type a word or words to search by and then tap the Search key.

   For example, you might search for *Mike* or *lunch*. While you type, the Results dialog appears.
4. Tap any result to display the event details.

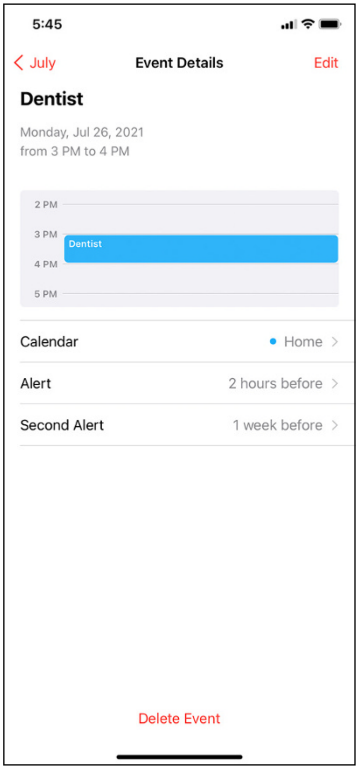
Delete an Event

When an upcoming luncheon or meeting is canceled, you should delete the appointment.

1. With Calendar open, tap an event (see **Figure 22-8**).
2. Tap Delete Event at the bottom of the screen.
3. Tap the Delete Event button again to confirm deletion (see **Figure 22-9**). If this is a repeating event, choose to delete this instance of the event or this and all future instances of the event.

TIP

If an event is moved but not canceled, you don't have to delete the old one and create a new one. Simply change the day and time of the existing event in the Event dialog.


5:45
July
Event Details
Edit
2 PM
3 PM
Dentist
4 PM
5 PM
Delete Event

Dentist

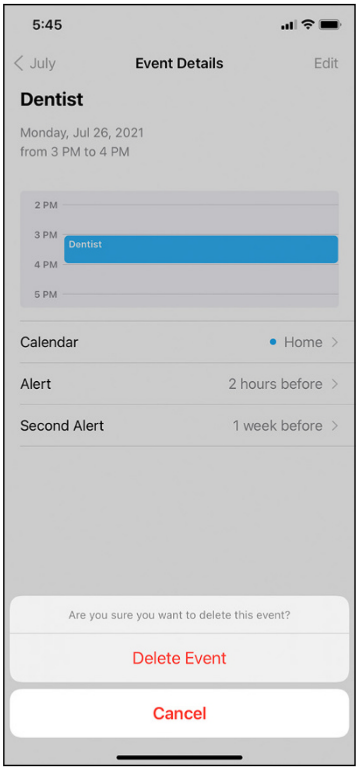
Monday, Jul 26, 2021
from 3 PM to 4 PM

Calendar: Home

Alert: 2 hours before

Second Alert: 1 week before

FIGURE 22-8


5:45
July
Event Details
Edit
2 PM
3 PM
Dentist
4 PM
5 PM
Delete Event
Cancel

Dentist

Monday, Jul 26, 2021
from 3 PM to 4 PM

Calendar: Home

Alert: 2 hours before

Second Alert: 1 week before

Are you sure you want to delete this event?

FIGURE 22-9

Display the Clock App

Clock is a preinstalled app that resides on the Home screen along with other preinstalled apps, such as Apple Books and Camera.

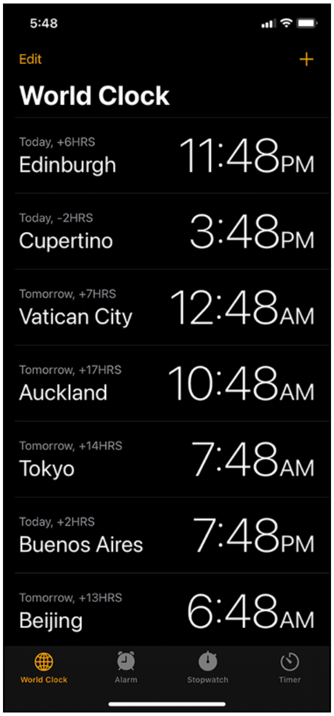
1. Tap the Clock app to open it. If necessary, tap World Clock at the bottom of the screen.

   If this is the first time you've opened Clock, the World Clock tab is selected automatically, as shown in **Figure 22-10**. You can add a clock for many locations around the world.

2. Tap + (add) in the upper-right corner.

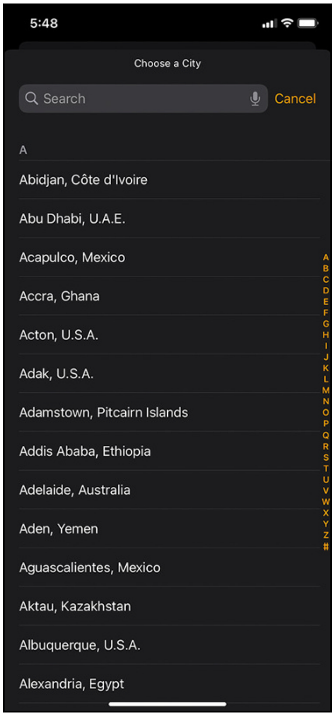
3. Tap a city in the list. Or tap a letter on the right to display locations that begin with that letter (see **Figure 22-11**), and then tap a city. You can also tap in the search field and begin to type a city name; when the name appears in the results list, tap it.

   The new clock appears at the bottom of the World Clock list.



Today, +6HRS Edinburgh	11:48PM
Today, -2HRS Cupertino	3:48PM
Tomorrow, +7HRS Vatican City	12:48AM
Tomorrow, +17HRS Auckland	10:48AM
Tomorrow, +14HRS Tokyo	7:48AM
Today, +2HRS Buenos Aires	7:48PM
Tomorrow, +13HRS Beijing	6:48AM

FIGURE 22-10



A

Abidjan, Côte d'Ivoire

Abu Dhabi, U.A.E.

Acapulco, Mexico

Accra, Ghana

Acton, U.S.A.

Adak, U.S.A.

Adamstown, Pitcairn Islands

Addis Ababa, Ethiopia

Adelaide, Australia

Aden, Yemen

Aguascalientes, Mexico

Aktau, Kazakhstan

Albuquerque, U.S.A.

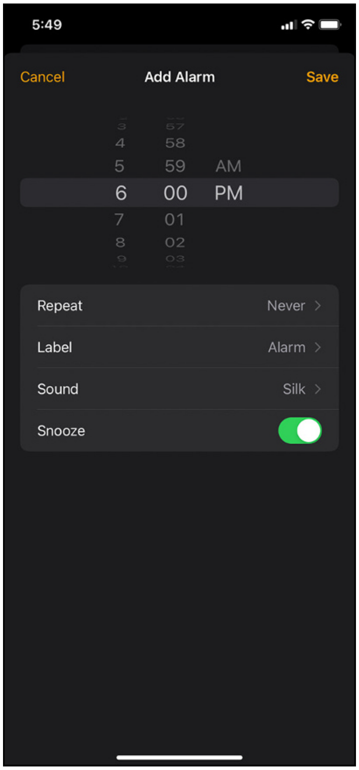
Alexandria, Egypt

FIGURE 22-11

Set an Alarm

It seems like nobody has a bedside alarm clock anymore; everyone uses their phone instead. Here's how you set an alarm:

1. With the Clock app displayed, tap the Alarm tab at the bottom of the screen.
2. Tap + (add) in the upper-right corner. In the Add Alarm dialog that appears (see **Figure 22-12**), take any of the following actions, tapping Back after you make each setting to return to the Add Alarm dialog:
   - Tap Repeat and repeat the alarm at a regular interval, such as every Monday or every Sunday.
   - Tap Label and name the alarm, such as "Take Pill" or "Call Glenn."



Repeat Never
Label Alarm
Sound Silk
Snooze

FIGURE 22-12

- Tap Sound and choose the tune (a ringtone or even a song from your Music app) the alarm will play.
- Tap the on/off switch for Snooze if you want to use the Snooze feature to catch a few extra minutes of sleep.

3. Swipe up or down on the digital clock dials to choose the hour and minute for your alarm. Select the AM or PM button and then tap Save in the upper-right corner.

   The alarm appears in the Alarm tab.

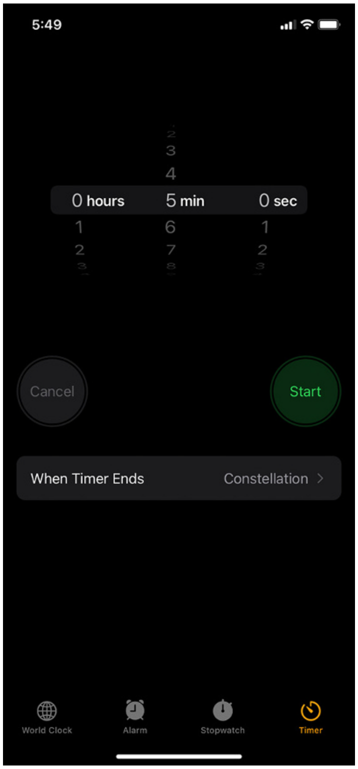
TIP

To delete an alarm, tap the Alarm tab at the bottom of the screen and then tap Edit in the upper-left corner. Tap – next to the alarm you want to delete, and then tap the Delete button that appears to the right. The alarm is deleted. Be careful: When you tap the Delete button, the alarm is irretrievable and will need to be re-created from scratch if you mistakenly removed it.

Use Stopwatch and Timer

Sometimes life seems like a countdown or a ticking clock counting the minutes you've spent on a certain activity. You can use the Stopwatch tab in the Clock app to do a countdown to a specific time, such as the moment when your chocolate chip cookies are done cooking. Or use the Timer tab to time an activity, such as a walk.

These two apps work similarly: Tap the Stopwatch or Timer tab from the Clock screen, and then tap the Start button (see **Figure 22-13**). When you set a timer, iPhone uses a sound to notify you when the time's up. When you start the stopwatch, you have to tap the Stop button when the activity is done.


5:49
2
3
4
0 hours
5 min
0 sec
1
6
1
2
7
2
3
8
3
Cancel
Start
World Clock
Alarm
Stopwatch
Timer

When Timer Ends Constellation

FIGURE 22-13

TIP

Stopwatch allows you to log intermediate timings, such as a lap around a track or the periods of a timed game. With Stopwatch running, just tap the Lap button and the first interval of time is recorded. Tap Lap again to record a second interval, and so forth.

IN THIS CHAPTER

- » Make and edit reminders and lists
- » Schedule a reminder
- » Sync reminders and lists
- » Complete or delete reminders
- » Set notification types
- » View notifications and use Notification Center
- » Set up and turn on a focus

Chapter 23

Working with Reminders and Notifications

The Reminders app and Notification Center warm the hearts of those who need help remembering all the details of their lives.

Reminders is a kind of to-do list that lets you create tasks and set reminders so that you don't forget important commitments. You can even be reminded to do things when you arrive at a location, leave it, or receive a message from someone. For example, you can set a reminder so that, when your iPhone detects that you've left the location of your golf game, an alert reminds you to pick up your grandchildren, or when you arrive at your cabin, iPhone reminds you to turn on the water . . . you get the idea. iOS 15 introduced tags for reminders. Tags, such as #groceries or #kids, help you organize and find reminders quickly.

Notification Center allows you to review all the things you should be aware of in one place, such as mail messages, text messages, calendar appointments, and alerts.

If you occasionally need to escape all your obligations, or focus on only certain tasks, try the new Focus and Notification Summary features. Turn on these features, and you won't be bothered with alerts and notifications until you're ready to be.

In this chapter, you discover how to set up and view tasks in Reminders and how Notification Center can centralize all your alerts in one easy-to-find place.

Create a Reminder

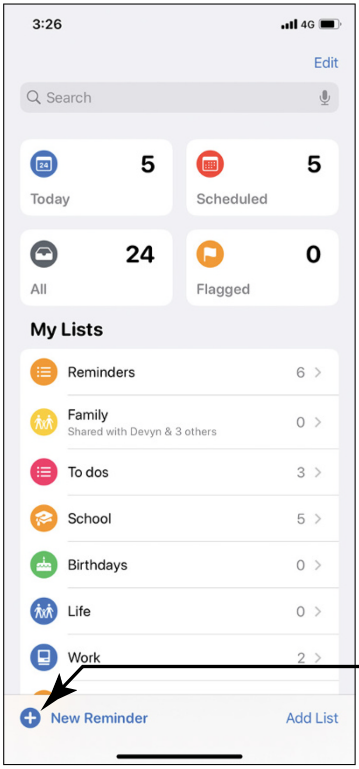
Creating an event in Reminders is pretty darn simple:

1. Tap Reminders on the Home screen.
2. Tap the New Reminder button in the lower-left corner to add a reminder, as shown in **Figure 23-1**.

   The New Reminder screen appears, together with the onscreen keyboard.

   TIP

   You can create reminders also from Reminders under My Lists (refer to Figure 23-1). Tap Reminders and then tap the New Reminder button in the lower-left corner of the screen.
3. Enter a task name or description using the onscreen keyboard, and then tap Add in the upper-right corner.


3:26
4G
Edit
Search
5
Today
5
Scheduled
24
All
0
Flagged
My Lists
Reminders 6
Family
Shared with Devyn & 3 others 0
To dos 3
School 5
Birthdays 0
Life 0
Work 2
New Reminder
Add List

Tap here to add reminders

FIGURE 23-1

Edit Reminder Details

The following task shows you how to add specifics about an event for which you've created a reminder.

1. Tap a reminder and then tap the *i*-in-a-circle (details), which appears to the right of it, to open the Details screen shown in **Figure 23-2**.

   TIP I deal with reminder settings in the following task.

2. Tap Notes and use the onscreen keyboard to enter any notes about the event.
3. Toggle the Flag switch to enable or disable a flag for the reminder.

   Flags help denote the most important events.

4. Tap Priority and then tap None, Low (!), Medium (!!), or High (!!!) from the choices that appear. Tap Details in the upper-left to return to the Details screen.

TIP

Priority settings display the number of exclamation points associated with an event in a list to remind you of its importance.

5. Tap List and then tap which list you want the reminder saved to, such as your calendar, iCloud, Exchange, or a category of reminders you've created (see **Figure 23-3**). Tap Details in the upper-left to return to the Details screen.
6. To save changes to the event, tap Done in the upper-right corner.

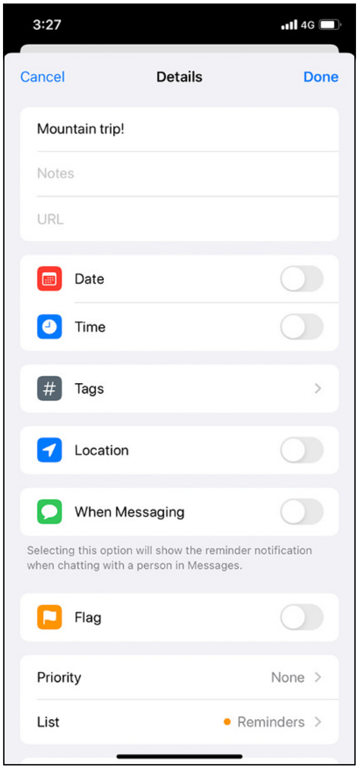

3:27
Cancel Details Done
Mountain trip!
Notes
URL
Date
Time
Tags
Location
When Messaging
Selecting this option will show the reminder notification when chatting with a person in Messages.
Flag
Priority None
List Reminders

FIGURE 23-2

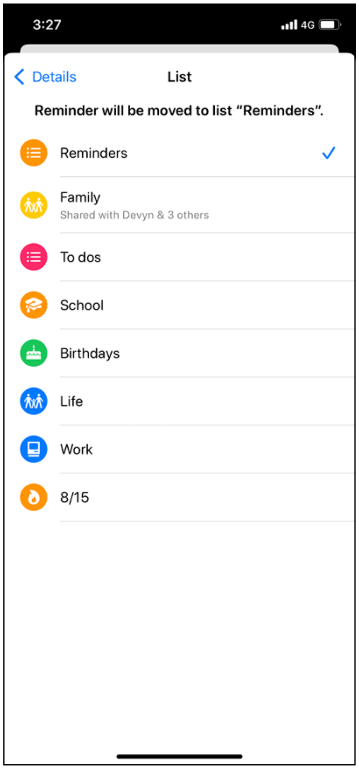

3:27
Details List
Reminder will be moved to list "Reminders".
Reminders ✓
Family
Shared with Devyn & 3 others
To dos
School
Birthdays
Life
Work
8/15

FIGURE 23-3

TIP

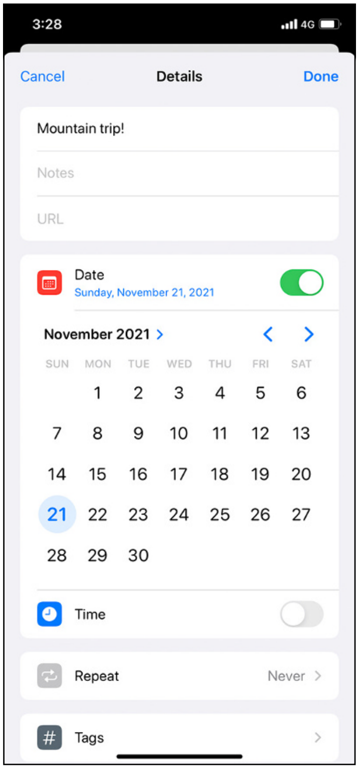
Reminders now includes a quick toolbar that appears just above the keyboard, which allows you to quickly add a time, a location, tags, a flag, or images to the reminder you've tapped in a list. Just tap the icon for whichever item you want to activate and make the appropriate settings as prompted.

Schedule a Reminder by Time, Location, or When Messaging

One of the major purposes of Reminders is to remind you of upcoming tasks. To set options for a reminder, follow these steps:

1. Tap a task and then tap the *i*-in-a-circle (details) to the right of it.
2. In the dialog that appears (refer to Figure 23-2), toggle the Date switch on (green). In the calendar that appears (see **Figure 23-4**) select a date for your task.
3. Toggle the Time switch on (green) to display the hour and minute dials (see **Figure 23-5**). Use the dials to select a time for the reminder. Select AM or PM as appropriate.
4. If this is something you frequently need to be reminded of, tap Repeat and select an appropriate option. Tap Details to return to the previous screen.
5. Tap the Tags button and add as many tags as you like to your reminder. To add a tag, just type the word using the onscreen keyboard and tap Return. Tap Done in the upper right when finished.

   There's no need to add a hashtag (#) in front of the word for your tag; Reminders automatically adds it.


3:28
4G
Cancel
Details
Done

Mountain trip!

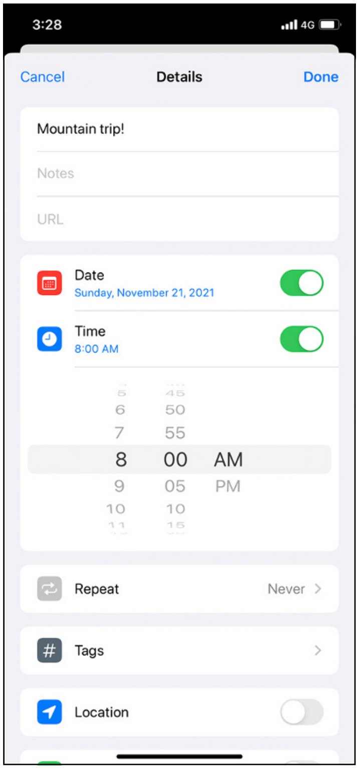
Notes

URL

Date: Sunday, November 21, 2021

November 2021 >
SUN MON TUE WED THU FRI SAT
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30
Time
Repeat
Never
Tags

FIGURE 23-4


3:28
4G
Cancel
Details
Done

Mountain trip!

Notes

URL

Date: Sunday, November 21, 2021

Time: 8:00 AM

5 45
6 50
7 55
8 00 AM
9 05 PM
10 10
11 15
Repeat
Never
Tags
Location

FIGURE 23-5

6. Toggle the Location switch on and then tap one of the buttons to set a location for your task. Or use the Custom field to enter a location manually, and then tap Details in the upper left to return to the Details screen.

TIP

You have to be in range of a GPS signal for the location reminder to work properly.

7. Scroll down if necessary and then toggle the When Messaging switch on and then tap Choose Person. Select a person or group from your Contacts.

This option will remind you of the item when you're engaged in messaging with the person or group selected. This is a super helpful tool if you, like I, have trouble remembering to share information with people.

8. Add subtasks to this task by tapping the Subtasks option near the bottom of the screen.
9. To attach an image from your photo library, scan a document, or take a photo, tap the Add Image option. Follow the necessary steps based on the option you selected.

Create a List

You can create your own lists of tasks to help you keep different parts of your life organized and even edit the tasks in the list in list view.

1. Tap Reminders on the Home screen to open the app. If a particular list is open, tap Lists in the upper-left corner to return to list view.
2. Tap Add List in the lower-right corner to display the New List form shown in **Figure 23-6**.
3. Tap the List Name text field and enter a name for the list.
4. Tap a color; the list name will appear in that color in list view.
5. Scroll down if necessary, and then tap an icon to customize the icon for the list.

   This feature helps you to better organize your lists by using icons for birthdays, medications, groceries, and host of other occasions and subjects (see **Figure 23-7**).
6. To save the list, tap Done.

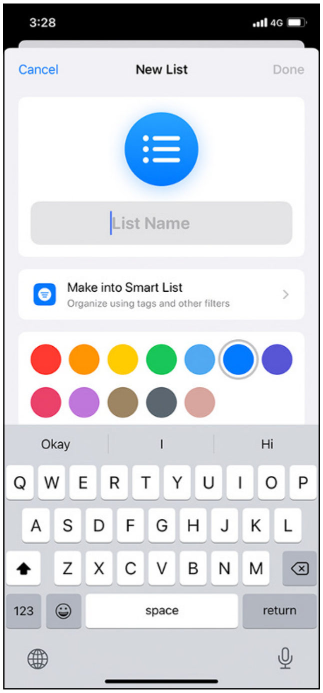
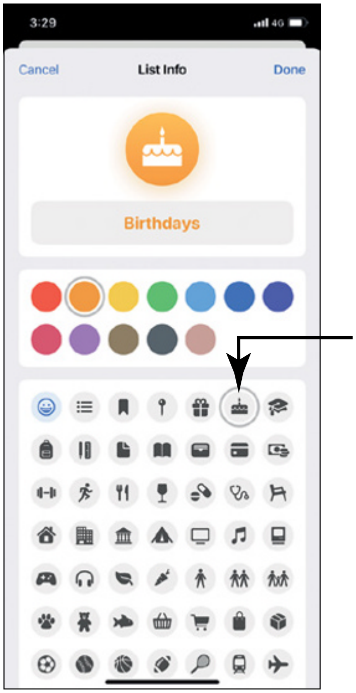

3:28
Cancel
New List
Done
List Name
Make into Smart List
Organize using tags and other filters
Okay
I
Hi
space
return
123

FIGURE 23-6


3:29
Cancel
List Info
Done
Birthdays

Tap an icon to select a custom one for your list

FIGURE 23-7

Sync with Other Devices and Calendars

To make all these settings work, you need to set up your default calendar and enable reminders in your iCloud account.

TIP

Your default Calendar account is also your default Reminders account.

1. To determine which tasks are brought over from other calendars (such as Outlook), tap Settings on the Home screen.
2. Tap your Apple ID and then tap iCloud. In the screen that appears, be sure that Reminders is on (green).
3. Tap Apple ID in the upper left and then Settings to return to the main settings list, swipe up on the screen to scroll down a bit, and then tap Calendar➪Accounts.
4. Tap the account you want to sync Reminders with and then toggle the Reminders switch on, if available (shown in **Figure 23-8**).

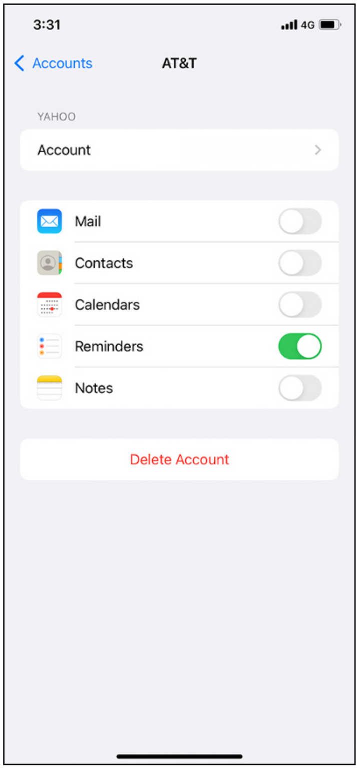

3:31
4G
Accounts
AT&T
YAHOO
Account
Mail
Contacts
Calendars
Reminders
Notes
Delete Account

FIGURE 23-8

Mark as Complete or Delete a Reminder

You may want to mark a task as completed or just delete it entirely.

1. With Reminders open and a list of tasks displayed, tap the circle to the left of a task to mark it as complete.

   The completed task disappears from the list in a second or two.

2. To view completed tasks, tap the more icon (three dots) in the upper right and then tap Show Completed, as shown in **Figure 23-9**. To hide completed tasks, tap the more icon and then tap Hide Completed.
3. To delete a single task, make sure the list of tasks displayed and then swipe the task you want to delete to the left. Tap the red Delete button to the right of the task (see **Figure 23-10**) and it will disappear from your list.

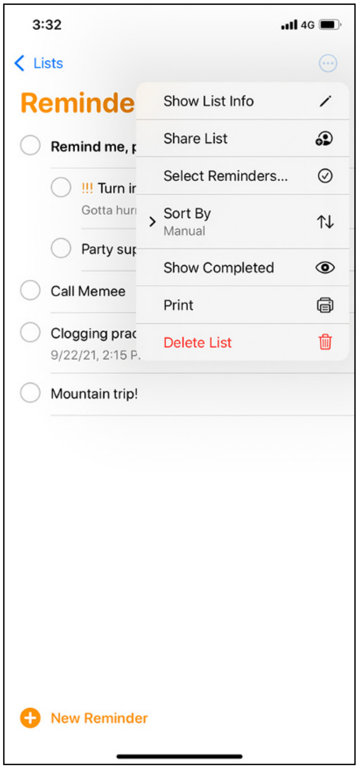

3:32
4G
Lists
Reminde
Remind me, p
!!! Turn ir
Gotta hurr
Party sup
Call Memee
Clogging prac
9/22/21, 2:15 P.
Mountain trip!
Show List Info
Share List
Select Reminders...
Sort By
Manual
Show Completed
Print
Delete List
New Reminder

FIGURE 23-9

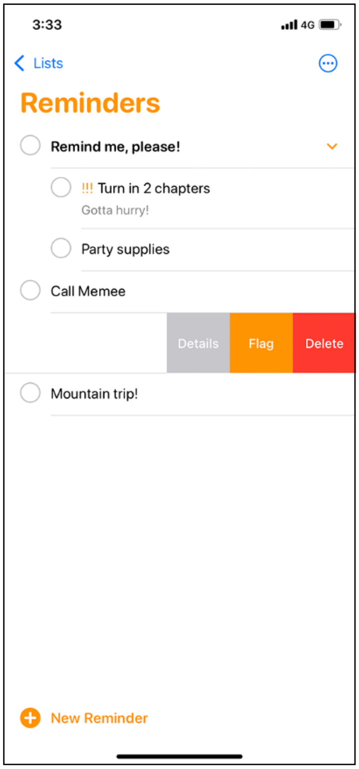
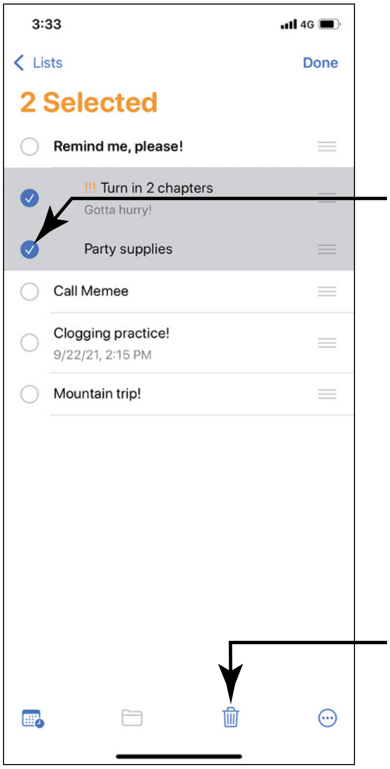

3:33
4G
Lists
Reminders
Remind me, please!
!!! Turn in 2 chapters
Gotta hurry!
Party supplies
Call Memee
Details
Flag
Delete
Mountain trip!
New Reminder

FIGURE 23-10

WARNING

If you delete a task, it’s gone for good. You can’t retrieve a deleted task. If you simply want to remove the item from the list without deleting it, mark it as completed, as instructed in Step 1.

4. To delete more than one task, display the list of tasks, tap the more icon (three dots), and then tap Select Reminders. In the screen shown in **Figure 23-11**, tap the circle to the left of each task you want to select, and then tap the delete icon (trash can) at the bottom of the screen.



3:33

Lists Done

2 Selected

○ Remind me, please!

● !!! Turn in 2 chapters
Gotta hurry!

● Party supplies

○ Call Memee

○ Clogging practice!
9/22/21, 2:15 PM

○ Mountain trip!

Tap to select

Tap to delete

FIGURE 23-11

Get Notified!

Notification Center is a list of various alerts and scheduled events; it even provides information (such as stock quotes) that you can display by swiping down from the top of your iPhone screen. Notification Center is on by default, but you don't have to include every type of notification there if you don't want to. For example, you may never want to be notified of incoming messages but always want to have reminders listed here — it's up to you.

Notifications are enabled for every app when they're installed, so once you start using your iPhone, you could spend half your day reading or dismissing notifications that you could've waited to see later. To your rescue comes the much-anticipated Notification Summary feature, new in iOS 15, which allows you to set up notifications so that you receive them for only some apps as a summary at scheduled times during your day.

Let’s jump right in.

Notification summaries

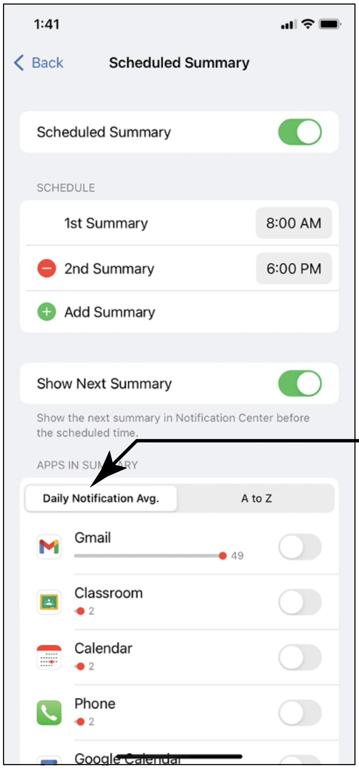
Since notification summaries are the latest cool thing, let’s take a look at enabling them, and determining which apps are included in the summary.

To enable the Notification Summary feature (if it’s not enabled already):

1. Open Settings, tap Notifications, and then tap Scheduled Summary.
2. Toggle the Scheduled Summary switch on (green), as shown in **Figure 23-12**.
3. Adjust your schedules, if you like.

   By default, you get two summaries a day: one at 8 AM and another at 6 PM. From the Schedule section of the Scheduled Summary window, you can

   - Tap the + in a green circle (Add Summary) to add another schedule.
   - Tap the – in a red circle (delete), and then tap the red Delete button to delete a schedule.
   - Tap a time to the right of a schedule to adjust when the schedule occurs.
4. To add apps to Notification Summary:
   - **a.** Scroll down to the Apps in Summary section of the Scheduled Summary screen.
   - **b.** Tap the Daily Notifications Avg. tab (labeled in Figure 23-12) or the A to Z tab to see a list of apps by an average of how many notifications you receive from them or by alphabetical order, respectively.



1:41

Back Scheduled Summary

Scheduled Summary

SCHEDULE

1st Summary 8:00 AM

2nd Summary 6:00 PM

Add Summary

Show Next Summary

Show the next summary in Notification Center before the scheduled time.

APPS IN SUMMARY

Daily Notification Avg. | A to Z

Gmail 49

Classroom 2

Calendar 2

Phone 2

Google Calendar

Daily Notification Avg. tab

FIGURE 23-12

c. Toggle the switch on (green) for each app you want to appear in the notification summary.

Note the line with the red dot below each app in the Daily Notifications Avg. tab. You can't do anything with that line or dot; it's only an indicator of the daily average of notifications that the app generates.

TIP

You can feel comfortable adding all your apps to Notifications Summary, if you like. Time-sensitive messages, such as phone calls and texts, will break through anyway.

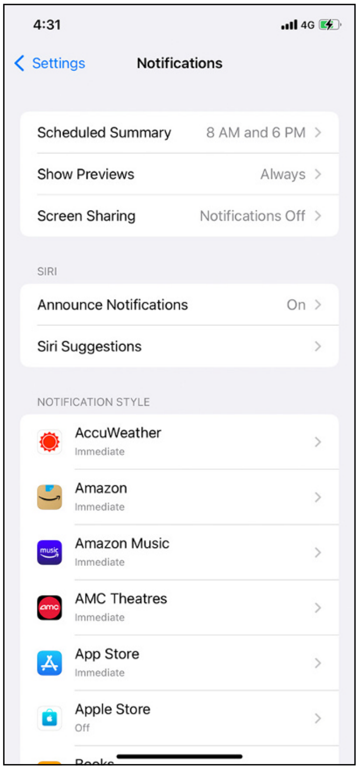
Set notification types

Some Notification Center settings let you control what types of notifications are included:

1. Tap Settings and then tap Notifications.

   The Notification Style section lists the apps included in Notification Center. The app's state is listed directly under its name. For example, *Immediate* appears below AccuWeather in **Figure 23-13**, indicating the method of notifications enabled for that app.

2. Tap any app to open its settings.
3. Set an app's Allow Notifications switch (see **Figure 23-14**) on (green) or off, to include or exclude it, respectively, from Notification Center.



4:31

Settings

Notifications

Scheduled Summary 8 AM and 6 PM

Show Previews Always

Screen Sharing Notifications Off

SIRI

Announce Notifications On

Siri Suggestions

NOTIFICATION STYLE

AccuWeather
Immediate

Amazon
Immediate

Amazon Music
Immediate

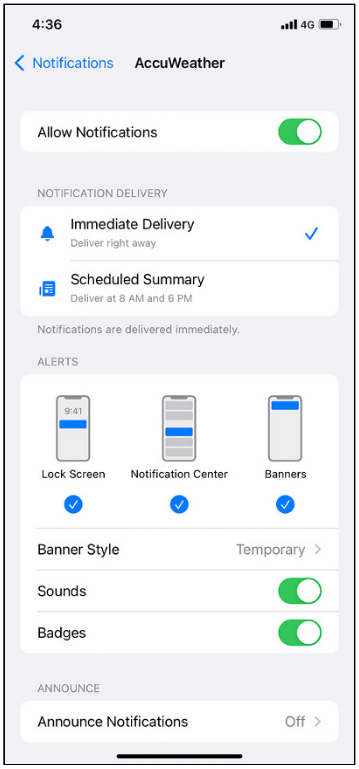
AMC Theatres
Immediate

App Store
Immediate

Apple Store
Off

Books

FIGURE 23-13



4:36

Notifications

AccuWeather

Allow Notifications

NOTIFICATION DELIVERY

Immediate Delivery ✓
Deliver right away

Scheduled Summary
Deliver at 8 AM and 6 PM

Notifications are delivered immediately.

ALERTS

Lock Screen ✓ Notification Center ✓ Banners ✓

Banner Style Temporary

Sounds

Badges

ANNOUNCE

Announce Notifications Off

FIGURE 23-14

4. In the Notification Delivery section, tap Immediate Delivery (to receive notifications for this app immediately) or Scheduled Summary (to add the app to the notification summary; see the preceding task in this chapter for more info).

   TIP

   If you select Scheduled Summary, the Alerts section is no longer available.

5. In the Alerts section, you can choose to display alerts on the lock screen, in Notification Center, as banners, or as a combination.

   If you don't want any alerts, simply don't make a selection.

6. If you enabled Banners, choose a style by tapping the Banner Style option. Tap the name of the app in the upper left to return to the previous screen.

   TIP

   Banners will appear and then disappear automatically if you tap the Temporary style. If you choose Persistent, you have to take an action to dismiss the alert when it appears (such as swiping it up to dismiss it or tapping to view it).

7. Toggle the Sounds and Badges switches to suit your needs.

8. Scroll down and tap Show Previews to determine when or if previews of notifications should be displayed on your iPhone's screen.

   Options are Always (the default), When Unlocked (previews appear only when your iPhone is unlocked), or Never. Tap the name of the app to go to the previous screen.

9. Select a Notification Grouping option. Then tap the Back button or the name of the app to return to the previous screen.

   This feature enables you to group notifications if you like, as opposed to seeing every single notification listed. Options are

   - *Automatic:* Notifications are grouped according to their originating app but may also be sorted based on various criteria. For example, you may see more than one group for Mail if you receive multiple emails from an individual; those email notifications may merit their own grouping.

   - *By App:* Notifications are grouped according to their originating app — period. You'll see only one grouping for the app, not multiple groups based on the varying criteria, as described for the Automatic setting.
   - *Off:* All notifications for this app will be listed individually.

10. Tap Notifications in the upper-left corner to return to the main Notifications settings screen. When you've finished making settings, press the Home button or swipe up from the bottom of the screen (iPhone models without a Home button).

View Notification Center

After you've made settings for what should appear in Notification Center, you'll want to look at those alerts and reminders regularly.

1. Swipe down from the top of any screen to display Notification Center (see **Figure 23-15**).

   If your iPhone doesn't have a Home button, be sure to swipe from the top center so you don't accidentally open Control Center.

2. To close Notification Center, swipe upward from the bottom of the screen.

TIP

To determine what is displayed in Notification Center, see the preceding task.

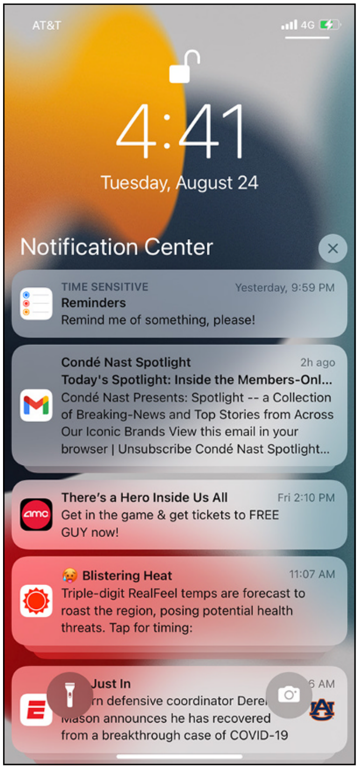
Notification Center has two sections for you to play with: Notification Center and Today.

1. Swipe down from the top of the screen to open Notification Center.

   Notifications are displayed by default.

2. Swipe from left to right on the date/time at the top of Notification Center to access the Today section.

   Here you can view information in widgets that pertain to today, such as reminders, weather, stock prices, calendar items, and other items you've selected to display in Notification Center (see the preceding task).



4:41

Tuesday, August 24

Notification Center

TIME SENSITIVE Yesterday, 9:59 PM
Reminders
Remind me of something, please!

Condé Nast Spotlight 2h ago
Today's Spotlight: Inside the Members-Onl...
Condé Nast Presents: Spotlight -- a Collection of Breaking-News and Top Stories from Across Our Iconic Brands View this email in your browser | Unsubscribe Condé Nast Spotlight...

There's a Hero Inside Us All Fri 2:10 PM
Get in the game & get tickets to FREE GUY now!

Blistering Heat 11:07 AM
Triple-digit RealFeel temps are forecast to roast the region, posing potential health threats. Tap for timing:

Just In 6 AM
rn defensive coordinator Dere
Mason announces he has recovered from a breakthrough case of COVID-19

FIGURE 23-15

TIP

You can select which widgets appear on the Today screen. From the first Home screen, swipe from left to right to access the Today screen, tap the Edit button, and then select the items you want to see. Tap Done to return to finish customizing your Today screen.

3. Swipe from right to left anywhere in the Today screen to go back to the Notifications section to see all notifications that you set up in the Settings app.

   You'll see only notifications that you haven't responded to, haven't deleted in the Notifications section, or haven't viewed in their originating app.

Stay Focused and Undisturbed

iOS 15 brings a new feature, called Focus, which is really an extension of (and incorporates) the ever-popular Do Not Disturb feature iPhone users already enjoy.

Focus keeps you from being disturbed by incoming calls and notifications during various times and tasks. You can customize a list of people or apps that can still contact or notify you, even when a focus is enabled. When you turn on a focus for your iPhone, it's automatically turned on for every other Apple device that you're signed into using the same Apple ID.

Do Not Disturb is a simple but useful setting you can use to stop alerts, phone calls, text messages, and FaceTime calls from appearing or making a sound. You can make settings to allow calls from certain people or several repeat calls from the same person in a short time to come through. (The assumption here is that such repeat calls may signal an emergency or an urgent need to get through to you.)

REMEMBER

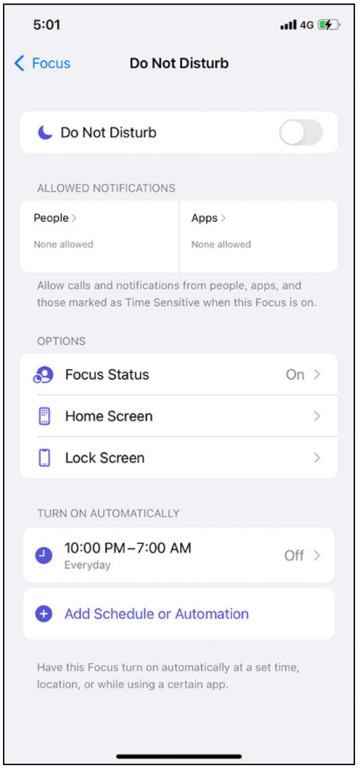
I discussed these features as they pertain to driving in Chapter 6. I focus on (pun intended) other aspects of them here.

Set up a focus

To set up a focus:

1. Go to Settings and tap Focus.
2. Tap either Do Not Disturb or the particular focus you'd like to edit.
3. In the Allowed Notifications section (see **Figure 23-16**), tap People or Apps to customize who or what app can contact or notify you, even when Do Not Disturb or the particular focus is on.
4. Tap the Add Person or Add App button.
5. Tap the names of people or apps for which you want to allow exceptions, and then tap Done in the upper-right corner.

   The Allowed People or Allowed Apps area displays the people or apps for which you've allowed exceptions, as shown in **Figure 23-17**.



5:01

Focus Do Not Disturb

Do Not Disturb

ALLOWED NOTIFICATIONS

People: None allowed

Apps: None allowed

Allow calls and notifications from people, apps, and those marked as Time Sensitive when this Focus is on.

OPTIONS

Focus Status: On

Home Screen

Lock Screen

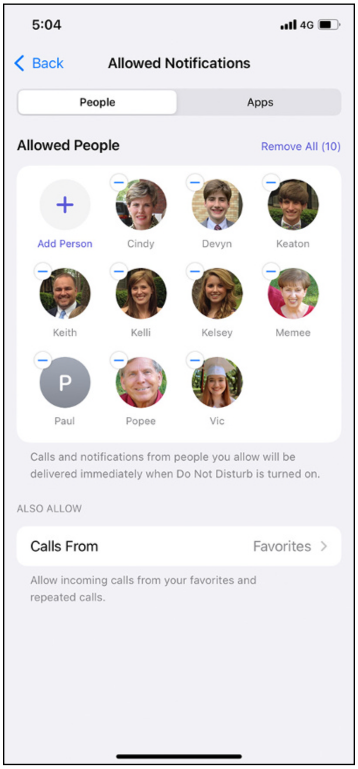
TURN ON AUTOMATICALLY

10:00 PM–7:00 AM Everyday: Off

Add Schedule or Automation

Have this Focus turn on automatically at a set time, location, or while using a certain app.

FIGURE 23-16



5:04

Back Allowed Notifications

People Apps

Allowed People Remove All (10)

Add Person

Cindy

Devyn

Keaton

Keith

Kelli

Kelsey

Memee

Paul

Popee

Vic

Calls and notifications from people you allow will be delivered immediately when Do Not Disturb is turned on.

ALSO ALLOW

Calls From: Favorites

Allow incoming calls from your favorites and repeated calls.

FIGURE 23-17

6. Tap – in the upper-left corner of an icon to remove an individual person or app from the list, or tap Remove All to wipe the slate clean.
7. To exit Allowed Notifications, tap Back in the upper left.
8. Tap an item in the Options area to change their settings:
   - *Focus Status:* Decide whether to allow others to see the status of your devices. For example, if you've enabled a focus that silences notifications, the other people will see this on their Apple devices.
   - *Home Screen:* Hide notification badges on Home screens, or allow only certain Home screens to be visible when this focus is on.
   - *Lock Screen:* Dim the lock screen or allow notifications to be viewed on it.
9. If you prefer it to turn on the focus at a specific time, use the options in the Turn On Automatically section to set a schedule.

Turn on a focus

To turn on a focus:

1. Open Control Center.

   For iPhones with Home buttons, swipe up from the very bottom of your screen. For iPhones without a Home button, swipe down from the upper-right corner of your screen.

2. Tap Focus.
3. Tap a focus in the list to turn it on.

   When a focus is on, its button is white, as shown in **Figure 23-18**.

4. Tap the more icon (three dots) to the right of a focus name to access more options, as shown in **Figure 23-19**.

   These options may vary, depending on the focus.

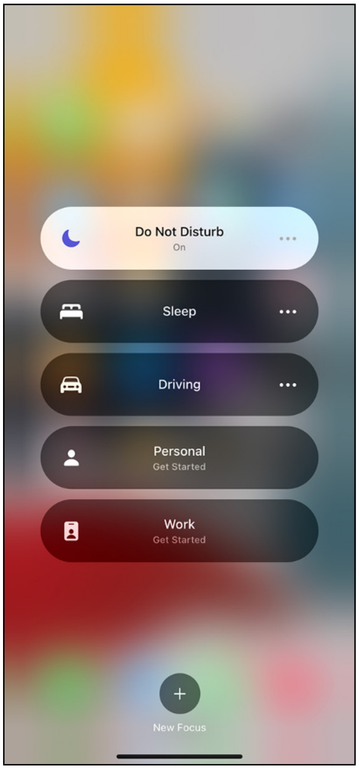

Do Not Disturb
On
Sleep
Driving
Personal
Get Started
Work
Get Started
New Focus

FIGURE 23-18

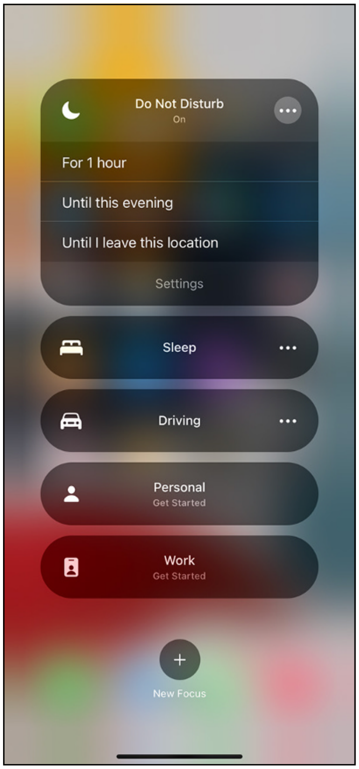

Do Not Disturb
On
For 1 hour
Until this evening
Until I leave this location
Settings
Sleep
Driving
Personal
Get Started
Work
Get Started
New Focus

FIGURE 23-19

IN THIS CHAPTER

- » Get an overview of the Health app
- » Create a medical ID
- » Become an organ donor
- » View, import, and export health data
- » Add medical devices and apps to Health
- » View health records

Chapter 24

Keeping Tabs on Your Health

Apple has begun a major push into health and wellness, and the Health app is an important tool in their quest to help customers achieve a healthier lifestyle. Essentially, Health is an aggregator for health and fitness data, and it can be accessed from the first Home screen on your iPhone. You can input information about your height, weight, medications, nutrition, sleep quality, and more, either manually or automatically through data collected by your iPhone or Apple Watch. You can then view health-related statistics based on that data in the dashboard view.

In this chapter, I provide an overview of the Health app and show you how to get information into and out of it. I also give you a glimpse of some of the apps and health equipment that interact with Health to make it even more useful in months and years to come.

Understand the Health App

The Health app is meant to be a one-stop repository for your health information. You can manually input information, and the app can also collect health data from other health-related apps and equipment that support working with the Health app, such as an Apple Watch.

REMEMBER

Check with the app's developer or the equipment's manufacturer for details on whether their product supports and works with the Health app in iOS.

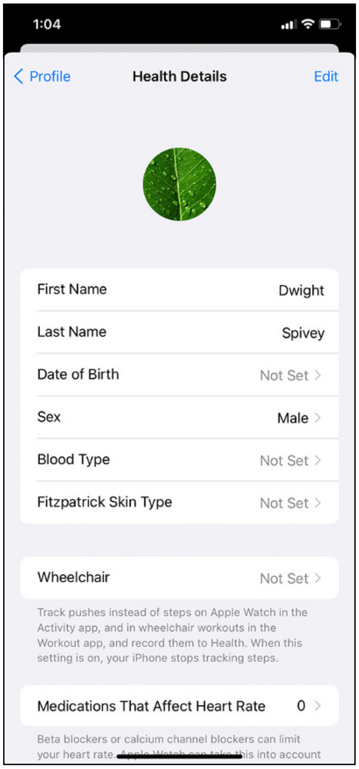
The first time you open Health, you'll see screens informing you of what's new in iOS 15. As you progress through those screens, the last one will allow you to set up your Health profile. If you didn't set up your profile at that time, you can do so now:

1. Open the Health app by tapping its icon on the Home screen.
2. Tap the Apple ID button (your picture or initials in a circle) in the upper-right corner.
3. Tap Health Details to see the profile page shown in **Figure 24-1**.

   This page contains the most basic information about you, such as your date of birth, sex, height, and weight.
4. Tap the blue Edit button.
5. Tap a field and enter the appropriate information. Repeat with other fields as necessary.
6. When you're finished, tap the blue Done button, tap Profile in the upper left, and then tap the Done button again.

TIP

Information entered into your Health Profile is crucial to the accuracy of health-related apps and functions, such as the number of calories burned when using the Workout app on your Apple Watch. Try to be as accurate (and honest) as possible when filling out the info.



First Name	Dwight
Last Name	Spivey
Date of Birth	Not Set
Sex	Male
Blood Type	Not Set
Fitzpatrick Skin Type	Not Set

Wheelchair	Not Set

Track pushes instead of steps on Apple Watch in the Activity app, and in wheelchair workouts in the Workout app, and record them to Health. When this setting is on, your iPhone stops tracking steps.

Medications That Affect Heart Rate	0

Beta blockers or calcium channel blockers can limit your heart rate. Apple Watch can take this into account

FIGURE 24-1

The next stop is the Summary screen, shown in **Figure 24-2**. Summary is a snapshot of health-related highlights and metrics you've accumulated, and may include alerts and messages.

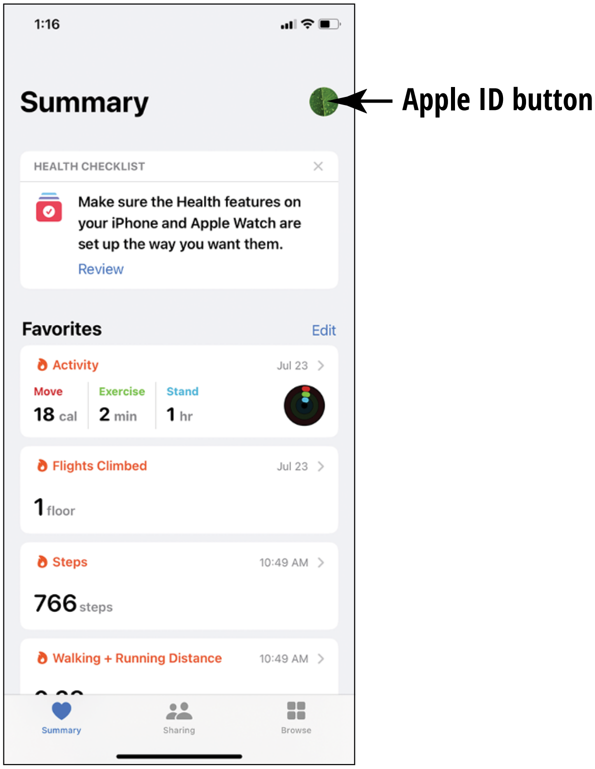
The Favorites section is a list of metrics that have been collected about your health through apps and devices. You can customize the metrics that are displayed in this section:

1. Tap the blue Edit button in the upper-right corner of the Favorites section.
2. Tap the star next to metrics you want to add (the star turns solid blue) or remove (the star turns white), as shown in **Figure 24-3**.

   TIP

   If you don't see a metric you want to add, tap the All tab at the top to reveal tons of other hidden options that you can select.
3. When you're finished, tap the Done button in the upper right.

   The Favorites section displays your customized content.



1:16

Summary

HEALTH CHECKLIST

Make sure the Health features on your iPhone and Apple Watch are set up the way you want them.

Review

Favorites Edit

Activity Jul 23

Move 18 cal | Exercise 2 min | Stand 1 hr

Flights Climbed Jul 23

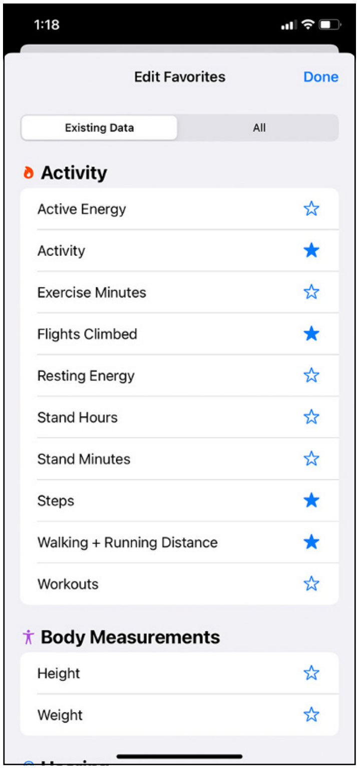
1 floor

Steps 10:49 AM

766 steps

Walking + Running Distance 10:49 AM

FIGURE 24-2



1:18

Edit Favorites Done

Existing Data | All

Activity

Active Energy	☆
Activity	★
Exercise Minutes	☆
Flights Climbed	★
Resting Energy	☆
Stand Hours	☆
Stand Minutes	☆
Steps	★
Walking + Running Distance	★
Workouts	☆

Body Measurements

Height	☆
Weight	☆

FIGURE 24-3

TIP

Tap on any of the metrics in the Favorites section to see a much more detailed breakdown of the item or activity.

Health is divided into categories such as Activity, Mindfulness, Mobility, Nutrition, Sleep, Symptoms, and Other Data (such as blood glucose and the number of times fallen), as shown in **Figure 24-4**. You see these categories when you tap the Browse button at the bottom of the Health screen.

Each category can have subtopics, which you can reach by tapping the category, such as Hearing (shown in **Figure 24-5**).

The Health app also has a medical record feature called Medical ID, which is covered in the next task, as well as the capability to help you sign up to be an organ donor.

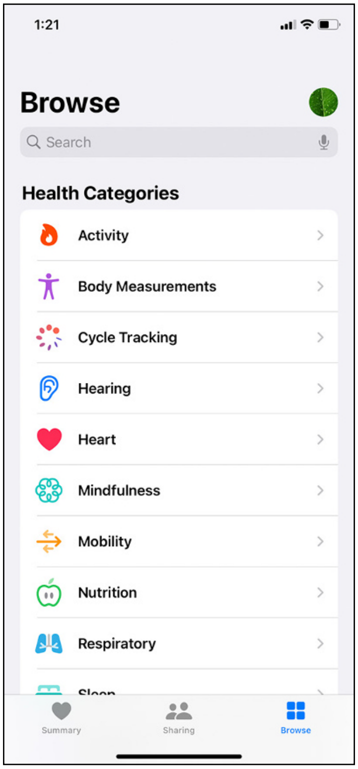

1:21
Browse
Search
Health Categories
Activity
Body Measurements
Cycle Tracking
Hearing
Heart
Mindfulness
Mobility
Nutrition
Respiratory
Sleep
Summary
Sharing
Browse

FIGURE 24-4

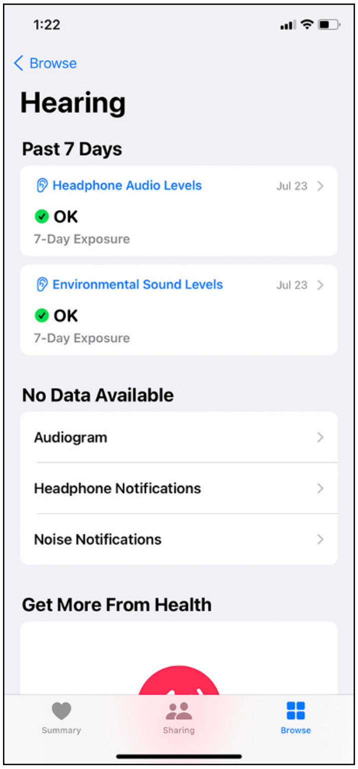

1:22
Browse
Hearing
Past 7 Days
Headphone Audio Levels
Jul 23
OK
7-Day Exposure
Environmental Sound Levels
Jul 23
OK
7-Day Exposure
No Data Available
Audiogram
Headphone Notifications
Noise Notifications
Get More From Health
Summary
Sharing
Browse

FIGURE 24-5

TECHNICAL STUFF

At some point during your use of the Health app, you may be asked to share your health and activity data with Apple. Whether you do so is up to you, but be assured that if you elect to share that data with Apple, it will be done so anonymously and confidentially. None of your personal information will be shared as part of the health and activity data.

Apps that Health can collaborate with

Health is essentially an information aggregator, and it is continuing to grow in terms of available apps designed to interact with it to supply imported data, such as calories consumed and steps walked. It’s essential to have this aggregator so that you don’t have to open 20 different apps to keep track of how you’re doing health-wise. Instead you can find it all in one convenient location.

Here are just a handful of the apps that work with the Health app: Aaptiv: #1 Audio Fitness App, Calm, MyPlate Calorie Counter, Medisafe, Dexcom G6 Mobile, Lose it!, Sleep Cycle, Zova, Mayo Clinic, MyChart, Nike apps, Fitbit, CARROT Hunger, Human — Activity Tracker, and MyFitnessPal.

Equipment that connects with Health

Health is designed to connect with a variety of equipment to wirelessly import data (via Bluetooth and Wi-Fi) about your health and fitness. This equipment includes treadmills, cycling computers, indoor bike trainers, pulse oximeters, electronic toothbrushes, thermometers, glucose monitors, sleep monitors, posture trainers, smart jump ropes (no kidding!), scales, EKGs or ECGs (electrocardiograms), Apple Watch (`www.apple.com/watch`), blood-pressure monitors, and a wide variety of more devices, with more on the way seemingly every day.

TIP

You can learn more about the Health app and find the latest related news by visiting Apple's Health website at `www.apple.com/ios/health`.

Create Your Medical ID

One of the simplest Health features is Medical ID, which allows you to store your vital statistics. This could be useful if you're in an accident and emergency medical personnel need to access your blood type or allergies to medications.

1. In the Health app, tap the Apple ID button in the upper-right corner (refer to Figure 24-2), and then tap the Medical ID option.
2. Tap Get Started on the Set Up Your Medical ID screen.

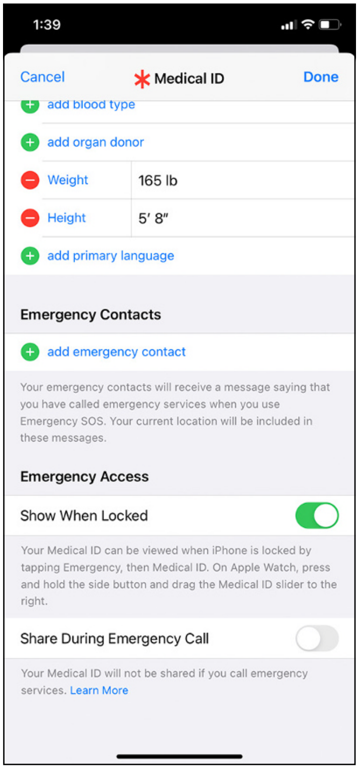
3. Scroll down and tap the + next to items on the screen (such as blood type) to add that particular information to your ID.

TIP

Be as specific as possible when entering your medical information! The more info healthcare providers have, the better.

4. Tap a field, such as Medical Conditions or Allergies & Reactions, and enter information using the onscreen keyboard that appears.
5. Toggle the Show when Locked switch on (green), as shown in **Figure 24-6**, to allow your Medical ID to be accessed from the lock screen.

This feature is important to turn on so that emergency responders can see your medical information without needing you to allow them access.



Weight 165 lb

Height 5′ 8″

Emergency Contacts

Your emergency contacts will receive a message saying that you have called emergency services when you use Emergency SOS. Your current location will be included in these messages.

Emergency Access

Show When Locked ●

Your Medical ID can be viewed when iPhone is locked by tapping Emergency, then Medical ID. On Apple Watch, press and hold the side button and drag the Medical ID slider to the right.

Share During Emergency Call ○

Your Medical ID will not be shared if you call emergency services. Learn More

FIGURE 24-6

6. Toggle the Share During Emergency Call switch on to allow your Medical ID information to be sent to emergency services when you call or text them if you're in a part of the world that supports this feature.

   This feature gives emergency responders as much information as possible about you before they arrive so that they can be better prepared to assist.

7. To save your entries, tap Done in the upper-right corner.

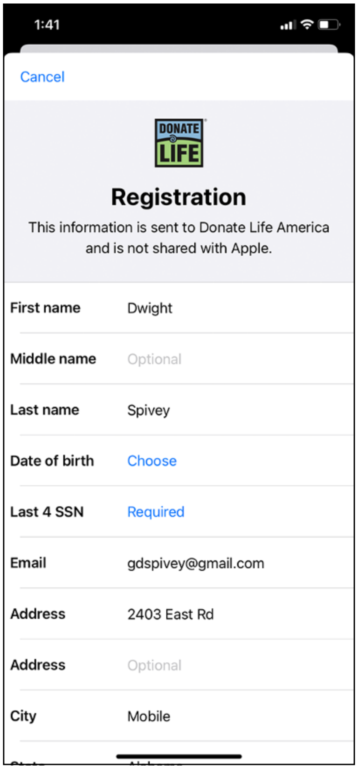
Become an Organ Donor

Apple is the first company to make it easy to sign up as an organ donor through its operating system (iOS, the software that controls your iPhone). To sign up to be an organ donor, follow these steps:

1. In the Health app, tap the Apple ID button in the upper-right corner (refer to Figure 24-2).
2. Under Features, tap the Organ Donation option.
3. Tap Sign Up with Donate Life to become a donor.

   The screen shown in **Figure 24-7** appears. If you instead want to find out more about being an organ donor, tap Learn More.

4. Enter your information as needed and then tap Continue at the bottom of the page.
5. When asked to confirm your registration with Donate Life, tap the Complete Registration with Donate Life button at the bottom of the screen to confirm.



Registration

This information is sent to Donate Life America and is not shared with Apple.

First name	Dwight
Middle name	Optional
Last name	Spivey
Date of birth	Choose
Last 4 SSN	Required
Email	gdspivey@gmail.com
Address	2403 East Rd
Address	Optional
City	Mobile

FIGURE 24-7

View Health App Data

Knowing where and how to view your health data in the Health app is important if you want to get the most from its features.

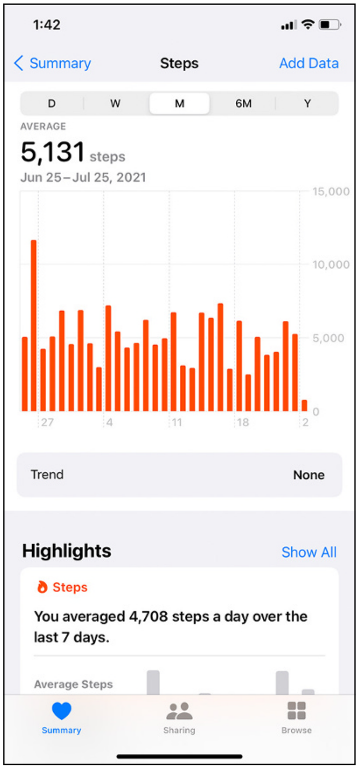
1. Tap the Browse button at the bottom of the Health app screen.
2. Tap a category, such as Activity.
3. Tap one of the subtopics, such as Steps, and you'll see a screen similar to **Figure 24-8**.

TIP

Your iPhone provides a lot of information to Health, but you can really step it up a notch by wearing an Apple Watch! The Apple Watch pairs (connects wirelessly) with your iPhone and shares with the Health app the information it collects through its multitude of sensors, such as heart rate information (resting rate and variability).

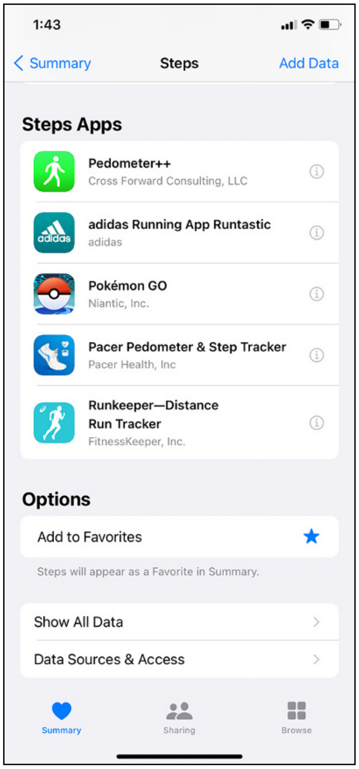
That information is collected and saved for every day you wear the watch.

This screen graphically displays data about your activity daily, weekly, monthly, every six months, or yearly (tap D, W, M, 6M, or Y in the top bar, respectively). As you continue to scroll down, you'll see the activity data broken down into even more helpful categories. You'll find a description of how this subtopic is monitored and why, and a list of apps related to the subtopic, like the one shown in **Figure 24-9**).


1:42
Summary
Steps
Add Data
D
W
M
6M
Y
AVERAGE
5,131 steps
Jun 25–Jul 25, 2021
15,000
10,000
5,000
0
27
4
11
18
2
Trend
None
Highlights
Show All
Steps
Average Steps
Summary
Sharing
Browse

You averaged 4,708 steps a day over the last 7 days.

FIGURE 24-8


1:43
Summary
Steps
Add Data
Steps Apps
Pedometer++
Cross Forward Consulting, LLC
adidas Running App Runtastic
adidas
Pokémon GO
Niantic, Inc.
Pacer Pedometer & Step Tracker
Pacer Health, Inc
Runkeeper—Distance Run Tracker
FitnessKeeper, Inc.
Options
Add to Favorites
Show All Data
Data Sources & Access
Summary
Sharing
Browse

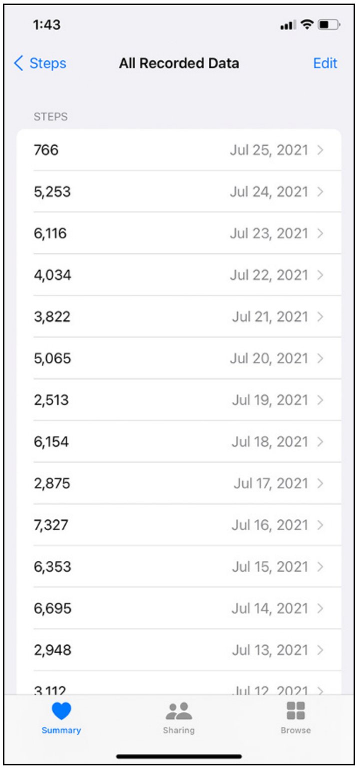
Steps will appear as a Favorite in Summary.

FIGURE 24-9

4. Scroll all the way down to the bottom of the screen and tap Data Sources & Access.

   If you have other health-related apps on your iPhone that can receive data from Health, they'll appear in the Apps Allowed to Read Data section.

5. To enable or disable apps that can receive data from Health, tap Edit in the upper-right corner, tap the app's name to enable it (check mark) or disable it, and then tap Done in the upper right.
6. In the Data Sources section, tap a device name to see the data it is reporting to Health.
7. Tap Back in the upper-left corner of the screen to return to the previous screen, and then, in the upper left, tap the name of the subtopic you selected in Step 3.
8. Tap Show All Data near the bottom of the screen to see a table of entries (as shown in **Figure 24-10**), including your most recent entry.



STEPS	
766	Jul 25, 2021
5,253	Jul 24, 2021
6,116	Jul 23, 2021
4,034	Jul 22, 2021
3,822	Jul 21, 2021
5,065	Jul 20, 2021
2,513	Jul 19, 2021
6,154	Jul 18, 2021
2,875	Jul 17, 2021
7,327	Jul 16, 2021
6,353	Jul 15, 2021
6,695	Jul 14, 2021
2,948	Jul 13, 2021
3,112	Jul 12, 2021

FIGURE 24-10

Import and Export Health Data

Some apps from which you can import data are MyFitnessPal; Strava: Run, Ride, Swim; and LifeSum. Different apps may send or receive data from Health using different interfaces and commands. But, in essence, here's how that process works: When you use an app that supports Health, the app requests permission to update data, which saves you the drudgery of entering the data manually.

Here's how you view supporting apps that you've downloaded and installed on your iPhone:

1. In the Health app, tap the Apple ID button in the upper-right corner.
2. In the Privacy section, tap Apps.
3. Tap each app to find out and modify what data it supplies to the Health app.

In addition, you can export data using such apps as the Mayo Clinic app so that you can keep your physician informed about your progress or challenges.

TIP

You can also export all of your Health data as a file that you can provide to caregivers. Tap the Apple ID button in the upper right, tap the Export All Health Data button at the bottom of the next screen, tap Export to confirm, and then select a method for providing the information (text message, email, AirDrop, and more). This file may be large if you've saved a lot of information in Health, so saving it to and sharing it from the cloud using iCloud or another service such as Google Drive or Dropbox may be preferred.

Sharing Is Caring

iOS 15 is great at sharing, and the Health app is one of those apps that utilizes this virtue. Sharing Health data is different than exporting a file containing your Health info and giving it to someone, such as a doctor. Sharing is allowing those you trust to have a real-time view of your Health app, so they can see how things are going at any moment. Those you choose to share with will receive notifications regarding your Health info; it's great to have someone else in your corner.

Please know that you're in total control of who you share with and what information you share. You can also share certain information with a specific person that you don't share with anyone else. And you can stop sharing any time you please.

TECHNICAL STUFF

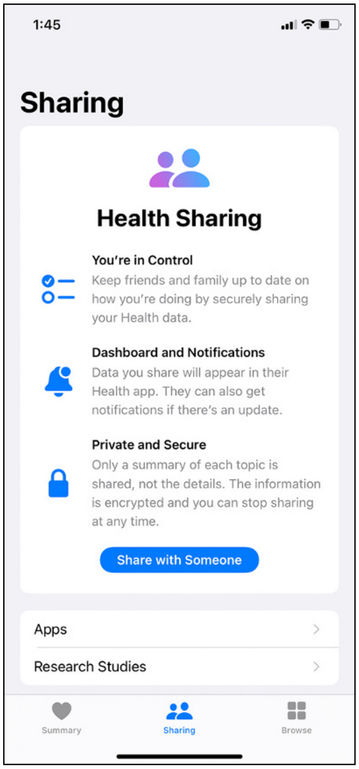
The people you're sharing with must be running iOS 15 or newer on their iPhone. Sharing is available only in the United States, but will surely become available in other regions soon.

To share Health data with others:

1. In the Health app, tap the Sharing tab at the bottom of the screen.
2. Tap the blue Share with Someone button, as shown in **Figure 24-11**.
3. Enter the name of someone in your contacts that you want to share with, and then tap the name.
4. Follow the prompts on the next several screens to determine what information you'd like to share.
5. When you reach the Here's What You've Chosen to Share screen, tap the blue Share button to send an invitation to the person you're sharing with.
6. When you're finished, tap Done.

To stop sharing Health data:

1. Tap the Sharing tab on the Health app screen.
2. Tap the name of the person you want to stop sharing with.
3. Scroll down to the bottom of the page, and tap the red Stop Sharing button.



1:45

Sharing

Health Sharing

You're in Control
Keep friends and family up to date on how you're doing by securely sharing your Health data.

Dashboard and Notifications
Data you share will appear in their Health app. They can also get notifications if there's an update.

Private and Secure
Only a summary of each topic is shared, not the details. The information is encrypted and you can stop sharing at any time.

FIGURE 24-11

View Health Records

Apple's foray into healthcare is gaining momentum rapidly as patients, doctors, and other providers rely more heavily on the Apple ecosystem of devices and software. Today, hundreds of healthcare institutions are using the Health app to allow patients to view their health records on their iPhone. (Go to `https://support.apple.com/en-us/HT208647` to see the ever-growing list.)

Contact your health provider and make sure they provide information through the Health app. Once you confirm that, ask them what account information you need to connect to their systems so that you can view your records. You'll use this information in Step 5.

1. Tap the Browse button at the bottom of the Health app screen.
2. Scroll down the screen until you reach the Health Records section and tap the Add Account button.
3. Tap Allow While Using App or Allow Once to allow the Health app to access your location.

   This feature helps the app locate providers in your area that currently provide health records through the Health app.
4. In the list that appears, locate and tap your provider, and then tap the Connect to Account button.
5. From this point, enter the account information you gathered from your provider.

   Now you can use the Health app to view your health records from that provider.

IN THIS CHAPTER

- Clean and protect your iPhone
- Extend your iPhone's battery life
- Fix a problematic iPhone
- Update iOS
- Find a missing iPhone
- Back up your iPhone

Chapter 25

Troubleshooting and Maintaining Your iPhone

iPhones don't grow on trees — in fact, they cost a pretty penny. That's why you should learn how to take care of your iPhone and troubleshoot any problems it might have so that you get the most out of it.

In this chapter, I provide some advice about the care and maintenance of your iPhone, as well as tips about how to solve common problems, update iPhone system software (iOS), and even reset the iPhone if something goes seriously wrong. In case you lose your iPhone, I even tell you about a feature that helps you find it, activate it remotely, or even disable it if it has fallen into the wrong hands (which is highly important if you're an international spy or the like, or you simply don't want someone messing with your stuff). Finally, you get information about backing up your iPhone settings and content using iCloud.

Keep the iPhone Screen Clean

If you've been playing with your iPhone, you know that it's a fingerprint magnet (despite Apple's claim that the iPhone has a fingerprint-resistant screen). Here are some tips for cleaning your iPhone screen:

- **Use a dry, soft cloth.** You can get most fingerprints off with a dry, soft cloth, such as the one you use to clean your eyeglasses or a cleaning tissue that's lint and chemical free. Or try products used to clean lenses in labs, such as Kimwipes (which you can get from several major retailers, such as Amazon, Walmart, and office supply stores).
- **Use a slightly dampened soft cloth.** This may sound counterintuitive to the preceding tip, but to get rid of more stubborn grime, very (and I stress, very) slightly dampen the soft cloth. Again, make sure that whatever cloth material you use is free of lint.
- **Remove the cables.** Turn off your iPhone and unplug any cables from it before cleaning the screen with a moistened cloth, even a very slightly moistened one.
- **Avoid too much moisture.** It's best to keep your phone dry. iPhone 7 and later models have some degree of water resistance, but you don't want to press your luck. So you don't have to freak out if you splash some water on your iPhone, but do be sure to wipe it dry right away, and it should be fine.
- **Don't use your fingers!** That's right. By using a stylus rather than your finger, you avoid smearing oil from your skin or cheese from your pizza on the screen. A number of top-notch styluses are out there; just search Amazon for *iPhone stylus* and you'll be greeted with a multitude of them (most are reasonably priced).

TECHNICAL STUFF

Apple's Pencil does not work with iPhones and is only compatible with iPads. Don't mistake the Apple Pencil for an iPhone stylus.

- **Never use household cleaners.** They can degrade the coating that keeps the iPhone screen from absorbing oil from your fingers. Plus, there's just simply no need to go that far since the screen cleans quite easily with little or no moisture.

WARNING

Don't use premoistened lens-cleaning tissues to clean your iPhone screen! Most brands of wipes contain alcohol, which can damage the screen's coating.

Protect Your Gadget with a Case

Your screen isn't the only element on the iPhone that can be damaged, so consider getting a case for your iPhone so that you can carry it around the house or travel with it safely. Besides providing a bit of padding if you drop the device, a case makes the iPhone less slippery in your hands, offering a better grip when working with it.

Several types of covers and cases are available, but be sure to get one that will fit your model of iPhone because their dimensions, thickness, and button placements may differ. There are differences between covers and cases:

- **Covers tend to be more for decoration than overall protection.** While they do provide some minimal protection, they're generally thin and not well-padded.
- **Cases are more solid and protect most, if not all, of your iPhone.** They're usually a bit bulky and provide more padding than covers. If you're prone to dropping things, a good case is by far your best bet.

Extend Your iPhone's Battery Life

The much-touted battery life of the iPhone is a wonderful feature, but you can do some things to extend it even further. Here are a few tips to consider:

- **Keep tabs on remaining battery life.** You can estimate the amount of remaining battery life by looking at the battery icon on the far-right end of the status bar, at the top of your screen. Swipe down from the upper right (or swipe up from the bottom if your iPhone has a Home button) to open Control Center, which shows the battery percentage remaining.
- **Wired charging is generally faster than wireless charging.** Charging your iPhone using the Lightning-to-USB (or USB-C) cable and a power plug is faster than using a wireless charging pad. For example, an iPhone 8, when plugged in with a USB-C charger, can draw up to 18 watts and charge to 50 percent in about 30 minutes. But when you set an iPhone 8 on a wireless charging pad, it can draw only 7.5 watts and will charge more slowly. An iPhone 12 can draw up to 20 watts from a plugged-in USB-C charger, but with a fancy new MagSafe wireless charger, it's limited to 15 watts. So if you're in a hurry and need a quick charge, plugging in is the way to go.

  TIP

  If you're charging your iPhone overnight, you don't need fast charging. Plugging it in with an old 5-watt charger is perfectly fine, as is using a 7.5-watt wireless charging pad. Some believe that slower charging is better for overall battery health because your phone doesn't get as hot during the charging process.
- **Use a case with an external battery pack.** These cases are handy when you're traveling or unable to reach an electrical outlet easily. However, they're also a bit bulky and can be cumbersome in smaller hands.
- **If your battery charge is low, consider turning off wireless connectivity options that you may not be using.** For example, if you're not near a Wi-Fi connection, temporarily turn off Wi-Fi.

- **Dim the screen, or use auto-brightness, which automatically adjusts the brightness of your screen according to external lighting conditions.** Auto-brightness can be enabled or disabled by toggling its switch on (green) or off (gray) at Settings ➪ Accessibility ➪ Display & Text Size ➪ Auto-Brightness.
- **The fastest way to charge your iPhone is to turn it off while charging it.** If turning off your iPhone doesn't sound like the best idea for you, you can disable Wi-Fi or Bluetooth to facilitate a faster recharge. Also, charging will take longer if you use your iPhone while charging it.

  TIP

  Activate airplane mode to turn off both Wi-Fi and Bluetooth at the same time. However, this also disables your cellular connection, so you won't be able to place or receive calls until you deactivate airplane mode.
- **The battery icon on the Status bar indicates when the charging is complete.**

WARNING

Be careful not to use your iPhone in ambient temperatures higher than 95 degrees Fahrenheit (35 degrees Celsius), as doing so may damage your battery. Damage of this kind may also not be covered under warranty. Charging in high temperatures may damage the battery even more.

TIP

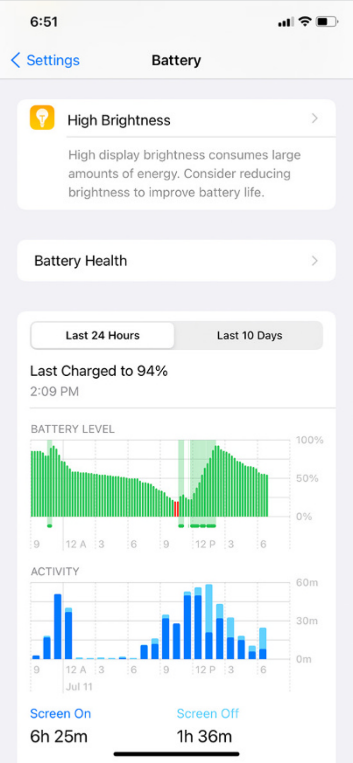
If you notice that your battery won't charge more than 80 percent, it could be getting too warm. Unplug the iPhone from the charger and try again after the phone has cooled down a bit.

Your iPhone battery is sealed in the unit, so you can't replace it yourself the way you can with many laptops or other cellphones. If the battery is out of warranty, you have to fork over about $79 to have Apple install a new one with AppleCare coverage.

For much more detailed information on your iPhone's battery, I suggest visiting Apple's iPhone Battery and Performance website at `https://support.apple.com/en-us/HT208387`.

CHECK YOUR BATTERY'S STATISTICS AND HEALTH

iOS 15 has a great way to keep track of your iPhone's battery health and how it's being used. Go to Settings ➪ Battery to view stats about your battery over the last 24 hours (see the figure) and last 10 days. You can also enable low power mode, which temporarily disables some non-essential activities that may zap your battery's charge until you're able to give it some more juice. Tap the Battery Health button to view information on how much lifespan your battery may possess.


6:51
Settings
Battery
High Brightness
Battery Health
Last 24 Hours
Last 10 Days
BATTERY LEVEL
100%
50%
0%
9
12 A
3
6
9
12 P
3
6
ACTIVITY
60m
30m
0m
9
12 A
3
6
9
12 P
3
6
Jul 11

High display brightness consumes large amounts of energy. Consider reducing brightness to improve battery life.

Last Charged to 94%
2:09 PM

Screen On
6h 25m

Screen Off
1h 36m

Deal with a Nonresponsive iPhone

If your iPhone goes dead on you, it's most likely a power issue, so the first thing to do is to plug the Lightning-to-USB cable into the USB power adapter, plug the USB power adapter into a wall outlet, plug the other end of the cable into your iPhone, and charge the battery.

Another thing to try — if you believe that an app is hanging up the iPhone — is to double-click the Home button until App Switcher appears, and then swipe up on the cantankerous app. For iPhones without a Home button, swipe up from the bottom of the screen, pause and hold your finger on the screen until App Switcher opens, and then swipe up on the app that's causing issues. The problematic app should then close.

You can always use the tried-and-true reboot procedure: On iPhones with a Home button, press the sleep/wake button (on iPhones without a Home button, press both the side and volume up buttons) until the Slide to Power Off slider appears. Drag the slider to the right to turn off your iPhone. After a few moments, press the sleep/wake or side button to boot up the little guy again.

If the situation seems drastic and none of these ideas works, try to force restart your iPhone. To do this, press the sleep/wake button and the Home button at the same time for at least ten seconds until the Apple logo appears onscreen. For iPhones without a Home button, press and hold down the side button and one of the volume buttons simultaneously until the Apple logo appears.

TIP

If your phone has this problem often, try closing out some active apps that may be running in the background and using up too much memory. To do this, press the Home button twice to open App Switcher (swipe up from the bottom of the screen and pause for iPhones without a Home button) and then from the screen displaying active apps, swipe an app upward. Also check to see that you haven't loaded up your iPhone with too much content, such as videos, which could be slowing down its performance.

Update the iOS Software

Apple occasionally updates the iPhone system software, known as iOS, to fix problems or offer enhanced features. You should occasionally check for an updated version (say, every month). You can check by connecting your iPhone to a recognized computer (that is, a computer you've used to sign into your Apple account before) with iTunes installed, but it's even easier to just update from your iPhone Settings, though it's a tad slower:

1. Tap Settings from the Home screen.
2. Tap General and then tap Software Update (see **Figure 25-1**).

   A message tells you whether your software is up-to-date.
3. If your software is not up-to-date, tap Download and Install and follow the prompts to update to the latest iOS version.

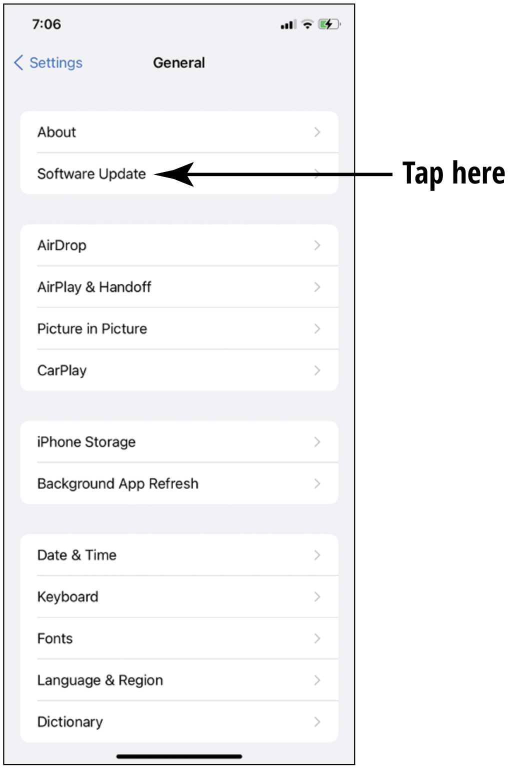

7:06
Settings
General
About
Software Update
AirDrop
AirPlay & Handoff
Picture in Picture
CarPlay
iPhone Storage
Background App Refresh
Date & Time
Keyboard
Fonts
Language & Region
Dictionary
Tap here

FIGURE 25-1

TIP

You can also allow your iPhone to automatically update iOS. Go to Settings ➪ General ➪ Software Update ➪ Automatic Updates, then toggle both the Download iOS Updates switch and the Install iOS Updates switch on (green).

Find a Missing Apple Device

The Find My app can pinpoint the location of your Apple devices and your Apple-using friends. This app is extremely handy if you forget where you left your iPhone or someone absconds with it. Find My not only lets you track down the critter but also lets you wipe out the data contained in it if you have no way to get the iPhone (or other Apple device) back.

You must have an iCloud account to use Find My. If you don't have an iCloud account, see Chapter 4 to find out how to set one up.

TIP

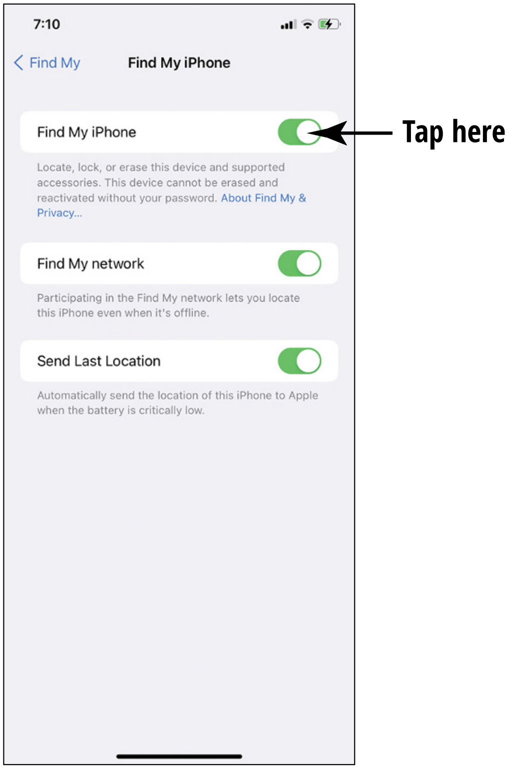
If you're using Family Sharing, someone in your family can find your device and play a sound. This works even if the volume on the device is turned down.

Follow these steps to set up the Find My feature for your iPhone:

1. Tap Settings on the Home screen.
2. In Settings, tap your Apple ID at the top of the screen and then tap Find My.
3. In the Find My settings, tap Find My iPhone and then tap the on/off switch for Find My iPhone to turn the feature on (see **Figure 25-2**).

TIP

You may also want to turn on the Find My Network option. This allows Apple devices to be found using their built-in Bluetooth technology, even when not connected to Wi-Fi or a cellular network. When you mark your device as missing on `www.icloud.com` and another Apple user is close by the device, the two devices connect anonymously via Bluetooth and you're notified of its location. Pretty cool stuff, and completely private for all involved parties.



Find My iPhone

Locate, lock, or erase this device and supported accessories. This device cannot be erased and reactivated without your password. About Find My & Privacy...

Find My network

Participating in the Find My network lets you locate this iPhone even when it's offline.

Send Last Location

Automatically send the location of this iPhone to Apple when the battery is critically low.

FIGURE 25-2

TIP

You may also want to enable the Send Last Location switch to allow your iPhone to send its location to Apple when the phone's battery is running low.

From now on, if your iPhone is lost or stolen, you can go to `www.icloud.com` from your computer, your iPad, or another iPhone and enter your Apple ID and password. You can also use the Find My app on your iPhone, iPad, or Mac.

4. In your computer's browser, the iCloud Launchpad screen appears. Click the Find iPhone button to display a map of your device's location and some helpful tools.

5. Click the All Devices option at the top of the window and click your iPhone in the list. In the window that appears, choose one of three options:

- *Play Sound:* Your iPhone plays a ping sound that might help you locate it if you're in its vicinity.
- *Lost Mode:* Locks the iPhone so others can't access it. You can send a note to whoever has your iPhone with details on how to return it to you.
- *Erase iPhone:* Wipes information from the iPhone.

WARNING

The Erase iPhone option deletes all data from your iPhone, including contact information and content (such as music). However, even after you've erased your iPhone, it will display your phone number on the lock screen along with a message so that any Good Samaritan who finds it can contact you. If you've created an iTunes or iCloud backup, you can restore your iPhone's contents from those sources.

Back Up to iCloud

You used to be able to back up your iPhone content using only iTunes, but since Apple's introduction of iCloud, you can back up via a Wi-Fi network to your iCloud storage. You get 5GB of storage for free. You can pay for increased storage: a total of 50GB for $0.99 per month, 200GB for $2.99 per month, or 2TB for $9.99 per month.

You must have an iCloud account to back up to iCloud. If you don't have an iCloud account, see Chapter 4 to find out more.

To perform a backup to iCloud:

1. Tap Settings from the Home screen and then tap your Apple ID at the top of the screen.
2. Tap iCloud and then tap iCloud Backup.
3. In the pane that appears, tap the iCloud Backup switch to enable automatic backups. To perform a manual backup, tap Back Up Now, which will appear after you've enabled automatic backup.

   A progress bar shows how your backup is moving along.

If you get your iPhone back after it wanders and you've erased it, just enter your Apple ID and password and you can reactivate it.

TIP

You can also back up your iPhone using iTunes (for Macs running macOS Mojave or earlier, and for Windows-based PCs) or Finder (for Macs running macOS Catalina or newer). This method saves more types of content than an iCloud backup, and if you have encryption turned on in iTunes or Finder, it can save your passwords as well. However, this method requires you to connect the iPhone to a computer to perform the backup. If you do back up and get a new iPhone down the line, you can restore all your data to the new phone easily.

Index

A

A15 Bionic chip, 8
accessibility features
  AssistiveTouch, 180–183
  audio settings, 179–180
  Back Tap, 188
  bold text, 175
  in Books app, 168
  brightness, 168–169
  button shapes, 176
  call audio routing, 184
  captioning, 178–179
  contrast adjustment, 176
  Dictation, 206
  display settings, 175
  enlarging text, 175
  Guided Access, 184–186
  hearing aids compatibility, 176–177
  Home button, 183
  motion reduction, 175
  one-handed keyboard, 186–188
  overlays, 190–191
  physical and motor settings, 183–184
  RTT/TTY, 180
  settings for apps, 191–192
  subtitles, 178–179
  text legibility, 176
  Voice Control, 189–191
  VoiceOver
    overview, 173–176
    setting up, 171–173
  volume adjustment, 177–178
  wallpaper, 169–171
accessories
  AirPods, 198, 311
  cases, 9, 421–422
  headphones, 310–311
  Lightning to USB-C cable, 18
  screen protectors, 168
accounts
  adding and setting up email, 228–232
  Apple ID, 59–60, 85–87
  Facebook, 274–277
  Medical ID, 405–406, 408–410
  Messages app, 138–139
  Microsoft Exchange, 375
  Twitter, 277–278
address bar, 220–221
AirDrop
  enabling/disabling, 333
  sharing photos via, 332–333
  sharing via, 45, 125–126
Airmail app, 246
airplane mode, 423
AirPlay, 312–313
AirPods, 198, 311
alarms, Clocks app, 379–380
albums, Photos app, 326–327
alerts
  accessing, 26
  adjusting volume of, 177
  alarms, 379–380
  App Limits, 80–81
  assigning text tone to contact, 122–123
  events and, 374–376
  filtering, 10
  Hide Alerts feature, 150
  LED Flash for Alerts, 180
  limiting, 10
  Mail app, 249–250
  stopwatch, 380–381
  timer, 380–381
  vibration setting, 178, 375–376
Android devices, 23–24, 70
App Drawer, 145–147
App Library, 31–34
App Limits, 78–81
App Store
  buying in, 268–269
  downloading from, 256–258
  in Message app, 145
  overview, 53
  searching in, 255–256
App Switcher, 43–44, 260, 425
Apple Arcade, 267

Apple Beta Software Program, 267
Apple Book Store, 290–292
Apple Care+ warranty, 8–9, 15
Apple HomeKit, 162
Apple HomePod, 312
Apple ID, 59–60, 85–87
Apple Music, 302, 309, 314
Apple Pay, 54, 287
Apple Pencil, 420
Apple Watch, 408, 411–412
apps. *See also* App Switcher
  accessibility settings for, 191–192
  adding, 11
  Airmail, 246
  allowing during Do Not Disturb, 106
  allowing during Downtime, 76–78
  April Coloring, 253–254
  Blood Pressure Monitor, 254
  Books
    accessibility feature, 168
    adjusting brightness, 295–296
    buying in, 292–293
    changing font size and type, 296–297
    navigating in, 293–295
    overview, 53
    searching in, 289–292
  buying, 258, 268–269
  Calculator, 151–153
  Calendar
    adding events, 371–372
    creating event via Mail app, 245–246
    creating events via Siri, 202
    deleting events, 377
    editing events, 372
    notifications, 374–376
    overview, 52
    repeating events, 373–374
    searching in, 376
    viewing events, 374
    viewing modes, 368–370
  Camera
    controls, 44–45
    editing in, 339–340
    Mail and, 240
    opening via Control Center, 320
    overview, 52, 336–337
    QuickTake, 337–339
    using, 320–324
  Clock
    overview, 53, 378
    setting alarm, 379–380
    stopwatch and timer, 380–381
  closing, 260
  Compass, 153–154
  compatibility with Health, 407–408
  Contacts
    adding contacts, 92–93, 112–114
    assigning photo to contacts, 116–118
    blocking contacts, 101
    changing ringtone in, 109
    deleting contacts, 127–128
    editing contacts, 95
    Favorites, 97–99
    linking contacts, 120–121
    naming contacts, 113–114
    overview, 55
    placing calls via, 94–96
    related people field, 120–121
    ringtones and text tones, 122–123
    searching for contacts, 123–125
    searching in, 94–95
    sharing contacts, 125–127
    social media field, 118–120
    syncing contacts via iCloud, 114–115
    viewing list during active call, 103
  deleting, 262–263
  downloading, 257–258
  Edison Mail, 246
  Facebook
    creating account, 274–277
    sharing photos via, 331–332
  FaceTime
    muting microphone during call, 136
    new features in, 10
    overview, 52, 129–130, 131
    placing calls, 99, 132–134
    requirements to use, 130–131

  - switching cameras during call, 137
  - switching to from active call, 103
- Files, 54, 68–70
- Find My, 54, 427–429
- folders for, 260–261
- Game Center, 270
- Gmail, 246
- Goodreads, 253
- GoodRx, 254
- Google Calendar, 374
- Health
  - apps compatible with, 407–408
  - becoming organ donor, 410–411
  - equipment compatible with, 408
  - importing and exporting data, 414
  - Medical ID, 405–406, 408–410
  - overview, 54, 404–407
  - sharing data, 414–416
  - viewing data, 411–413
  - viewing health records, 416–417
- Home, 54, 161–162
- impacting iPhone performance, 425
- importing data to Health app, 414
- Instagram, 278
- installing, 273–274
- iTunes Store
  - buying in, 283–285
  - Family Sharing, 287–288
  - overview, 54, 281–283
  - renting, 285–286
  - using Apple Pay and Wallet, 287
- Keychain, 67
- library, 31–34
- Magnifier, 174
- Mail
  - adding email account, 228–230
  - archiving email, 248
  - attachments, 235
  - composing, 236–237
  - creating events, 245–246
  - creating VIP list, 249–250
  - deleting email, 247–248
  - drafts, 237
  - flagging email, 243–245
  - formatting email, 238–241
  - forwarding email, 234–236
  - inbox, 232–233
  - instant messaging vs., 138
  - marking email as unread, 233, 243–245
  - moving email, 248–249
  - organizing email, 248–249
  - overview, 53, 232–233
  - replying to email, 234–236
  - searching in, 242–243
  - sending email, 206, 235–237
  - setting up account, 230–232
  - sharing contacts via, 125–127
- Maps
  - directions, 358–359
  - displaying current location, 350–351
  - Favorites, 355–356
  - markers, 356–358
  - new features in, 10
  - overview, 53
  - searching in, 355–356
  - Siri and, 204
  - 3D globe, 363
  - viewing modes, 351–353
  - voice instructions, 359–362
  - zooming in/out, 353–354
- Measure, 158–161
- Messages
  - App Drawer, 145–147
  - App Store in, 145
  - clearing conversation, 142–143
  - group chats, 150
  - Hide Alerts feature, 150
  - overview, 52, 130
  - reading messages, 141–142
  - send audio messages, 147–148
  - sending emojis, 143–145
  - sending messages, 140–141
  - sending messages via Siri, 198
  - sending photos, 148–149
  - sending videos, 148–149
  - setting up account, 138–139

apps *(continued)*
  Mint, 253
  Move to iOS, 23–24, 70
  moving, 259, 261
  multitasking feature, 260
  Music
    AirPlay, 312–313
    creating playlists, 302–303
    Family Sharing, 309
    headphones, 310–311
    Home Sharing, 305
    overview, 52, 300–302
    playing audio, 305–309
    playing songs from Home screen, 305
    playing songs via Siri, 305
    radio, 313–314
    searching, 303–305
    shuffling music, 309–310
    Siri and, 202–203
    spatial audio, 311–312
  News, 53
  Nike Training Club, 254
  Notes, 53
  offloading, 263–265
  organizing, 258–261
  Outlook, 246, 374
  Peak, 252–253
  Phone
    adding contacts in, 92–93
    blocking calls, 101
    buttons available during calls, 101–103
    changing ringtone, 108–109
    declining calls, 99–101
    Do Not Disturb mode, 103–104, 106–107
    ending calls, 93–94
    Focus mode, 104–106
    incoming calls, 99–101
    missed calls, 96–97
    muting microphone during calls, 102
    overview, 52
    placing calls via Contacts app, 94–96
    placing calls with keypad, 92–93
    receiving calls, 99–101
    recent calls, 96–97
    replying to call via text message, 107–108
    returning calls, 96–97
    setting reminder to call back, 107–108
    silencing calls, 101
  Photos
    editing photos, 328–329
    organizing photos, 330–331
    overview, 52
    saving image from websites, 324–325
    sharing, 331–334
    viewing albums, 326–327
    viewing photos, 327–328
  Piano, 254
  Podcasts, 53, 314–318
  preinstalled, 51–55
  Procreate Pocket, 253
  Radio, 314
  recommendations regarding, 252–255
  Reminders
    creating reminders, 384–385
    deleting reminders, 391–393
    editing reminders, 385–387
    lists, 389–390
    marking reminders as complete, 391–393
    overview, 53
    scheduling reminders, 387–389
    syncing with devices, 390–391
  removing and deleting
    differences between, 11
    steps for, 32–33
  Safari
    address bar, 220–221
    bookmarks, 222–223
    browsing history, 219–220
    connecting to Internet, 210–211
    downloading files, 223–224
    navigating websites, 213–215
    new features in, 10
    overview, 52, 211–213
    saving image from websites, 324–325
    search bar, 220–221
    tabs, 215–219
    translating webpage, 225

Settings
  adding and setting up email account, 228–232
  App Limits, 78–81
  changing default web browser, 211
  connecting to Internet, 210–211
  default download location for files, 223
  Downtime, 75–78
  enabling/disabling silencing feature, 101
  Facebook app, 275–276
  offloading apps, 263–264
  overview, 25–26, 54
  parental controls, 85–87
  privacy and, 81–85
  Quote Level feature, 238
  Screen Time, 72–75
  setting up Focus mode, 400–401
  Smart HDR, 322
  updating iOS, 42, 426–427
Shazam, 203
Shortcuts, 54
Siri interacting with, 198–199
Skype, 254
social media, 273–274
Spark, 246
Stocks, 53
Sudoku, 252
Tasty, 252
Translate, 55, 162–166
Travelzoo, 254
TV
  closed-captioning, 346–347
  iTunes Store, 344–346
  overview, 53, 340–341
  third-party providers, 342–343
Twitter
  creating account, 277–278
  sharing photos via, 331–332
updating, 256, 265–267
using within Message app, 145–147
Voice Memos, 155–158
Wallet, 54, 287
Weather, 10, 53
Wolfram|Alpha, 197, 205
Workout, 404
Yahoo! Mail, 246
April Coloring app, 253–254
AR (augmented reality), 158
archiving email, 248
AssistiveTouch, 180–183
AT&T, 18
attachments, 235, 240–241, 389
audio
  Find My app and, 429
  playing
    in Music app, 305–309
    via Siri, 203
  podcasts, 314–318
  recording, 155–158
  ringtones
    assigning to contact, 122–123
    changing, 108–109
    for events, 374–375
    Find My app and, 429
    iCloud and, 122
  routing to headset, 184
  sending messages, 147–148
  spatial, 311–312
  voice instructions in Maps app, 359–362
augmented reality (AR), 158
auto-enhance feature, 328–329
autofill in Safari app, 214

B

Back Tap, 188
backing-up data, 61–64, 429–430
battery
  charging
    with cable, 58–59
    overview, 9
    updating iOS and, 42
    wireless, 9, 59, 422
  checking health of, 424
  icon in status bar, 51
  life of
    extending, 422–424
    model comparison, 13
bezel gestures, 29–30
blocking calls, 101
Blood Pressure Monitor app, 254

Bluetooth
  connecting to hearing aids, 176–177
  Find My app and, 427–428
  headphones, 310–311
bookmarks, Safari app, 222–223
Books app
  accessibility feature, 168
  adjusting brightness, 295–296
  buying in, 292–293
  changing font size and type, 296–297
  navigating in, 293–295
  overview, 53
  searching in, 289–292
brightness, adjusting, 168–169, 295–296
browser. *See* Safari app
buying
  in App Store, 268–269
  apps, 258
  books, 292–293
  iPhones, 18
  in iTunes Store, 283–285

C

Calculator app, 151–153
Calendar app
  events
    adding, 371–372
    creating, 202, 245
    deleting, 377
    editing, 372
    notifications and, 374–376
    repeating, 373–374
    searching for, 376
    viewing, 374
  overview, 52
  viewing modes, 368–370
calls
  accessibility features, 180
  adding, 103
  blocking, 101
  declining, 99–101
  displaying contact list during, 103
  displaying keypad during, 93
  ending, 93–94
  FaceTime app
    adding, 136–137
    ending, 134–137
    placing, 132–134
    receiving, 134–137
    switching cameras during, 137
    switching to, 103
    using emojis during, 133–134
  group, 136–137
  missed, 96–97
  muting microphone during, 102, 136
  placing
    with keypad, 92–93
    setting reminder, 107–108
    via Contacts app, 94–96
    via Siri, 200–201
  receiving, 99–101
  recent, 96–97
  replying to via text message, 107–108
  returning, 96–97
  routing to headset, 184
  sending to voicemail, 99–100
  silencing, 101
  tools available during, 101–103
Camera app
  controls, 44–45
  Mail and, 240
  model comparison, 14
  overview, 44–45, 52
  switching between during FaceTime call, 137
  using, 320–324
  videos
    editing, 339–340
    overview, 336–337
    QuickTake, 337–339
captioning, 178–179
CarPlay feature, 92, 106
cases for phones, 9, 421–422
cellular carrier service
  connecting to Internet, 210
  downloading using data, 68
  FaceTime app and, 134
  GPS, 351
  overview, 16–17
  unlocked iPhone, 18
Ceramic Shield, 9
charging
  battery
    with cable, 58–59
    icon in status bar, 51
    overview, 9
  Lightning-to-USB cable, 18, 58

  plug, 19
  updating iOS and, 42
  wireless, 9, 59, 422
cleaning iPhone screen, 22, 420–421
Clock app
  overview, 53, 378
  setting alarm, 379–380
  stopwatch and timer, 380–381
closed-captioning, 346–347
Compass app, 153–154
composing emails, 236–237
computers, connecting to, 61–64
Contacts app
  adding contacts, 92–93, 112–114
  adding photo, 116–118
  assigning ringtone, 122–123
  blocking contacts, 101
  changing ringtone in, 109
  deleting contacts, 127–128
  editing contacts, 95
  Favorites, 97–99
  linking contacts, 120–121
  naming contacts, 113–114
  overview, 55
  placing calls via, 94–96
  related people field, 120–121
  searching in, 94–95, 123–125
  sharing contacts, 125–127
  social media field, 118–120
  syncing contacts, 114–115
  viewing list during active call, 103
Control Center
  accessing, 26
  customizing, 48–49
  opening Camera app via, 320
  overview, 47–49
  turning on/off Focus mode, 402
controlling devices remotely, 161–162
Conversation mode, 165
copying files, 70
cropping
  photos, 328–329
  videos, 339–340
current location in Maps app, 350–351

D

declining calls, 99–101
deleting
  alarms, 380
  apps, 11, 32–33, 262–263
  bookmarks, 222
  contacts, 127–128
  data from iPhone, 429
  emails, 247–248
  events, 377
  files, 70
  Message app conversation, 142–143
  photos, 323, 334
  videos, 347–348
  voice memos, 158
Dictation, 206
Digital Touch, 145–147
directions
  in Maps app, 358–359
  Siri and, 204
Do Not Disturb mode
  driving and, 104–106
  enabling/disabling, 402
  FaceTime app and, 135
  Favorites and, 103–104
  overview, 10, 400–402
  Phone app and, 103–104, 106–107
  setting up, 400–401
dock, 24–25
Dolby Atmos, enabling, 311
downloading
  from App Store, 256–258
  apps, 257–258
  ebooks, 292–293
  files, 223–224
  music, 285
Downtime
  app permission, 76–78
  overview, 75–76
dragging gesture, 26
drawings, sending as email attachment, 241
duplicating files, 70
dust resistance, 8

E

Edison Mail app, 246
editing
  contacts, 95
  events, 372
  photos, 117–118, 328–329
  videos, 339–340

emails
  adding account, 228–230
  app for, 53
  archiving, 248
  attachments, 235
  composing, 236–237
  creating events, 245–246
  creating VIP list, 249–250
  deleting, 247–248
  drafts, 237
  flagging, 243–245
  formatting, 238–241
  forwarding, 234–236
  inbox, 232–233
  instant messaging versus, 138
  marking as unread, 233, 243–245
  moving, 248–249
  organizing, 248–249
  overview, 232–233
  replying to, 234–236
  searching for, 242–243
  sending, 206, 235–237
  setting up account, 230–232
  sharing contacts via, 125–127
emojis
  keyboard for, 37
  memoji, 133–134
  replacing text with, 145
  sending, 143–145
ending calls
  FaceTime app, 134–137
  via Phone app, 93–94
enhancing
  photos, 328–329
  recordings, 157
equipment compatible with Health app, 408
exporting data from Health app, 414

F

Face ID, 46–47, 258
Facebook app
  adding information in Contacts app, 118–120
  creating account, 274–277
  overview, 271
  sharing photos via, 331–332
FaceTime app
  Do Not Disturb mode and, 135
  ending calls, 134–137
  muting microphone during call, 136
  new features in, 10
  overview, 52, 129–130, 131
  placing calls, 99, 132–134
  receiving calls, 134–137
  requirements to use, 130–131
  switching cameras during call, 137
  switching to from active call, 103
Family Sharing
  Find My app and, 427
  iTunes Store and, 287–288
  Music app, 309
  Screen Time and, 85–87
Favorites
  Contacts app, 97–99
  Do Not Disturb mode and, 103–104
  Health app, 405
  Maps app, 355–356
  Translate app, 164
files
  downloading, 223–224
  email attachments, 235, 240–241
  in Reminders app, 389
  scanning, 241
Files app
  browsing, 68–70
  overview, 54
Find My app, 54, 427–429
5G cellular wireless technology, 8
flagging emails, 243–245
flicking gesture, 28
Flickr app, 118–120
Focus mode
  driving and, 104–106
  enabling/disabling, 402
  overview, 10, 400–402
  setting up, 400–401
folders for apps, 260–261
font, changing size and type of, 296–297
Force Restart, 56, 425
formatting emails, 238–241
forwarding emails, 234–236
functions, in calculator, 152

G

- Game Center app, 270
- Genius playlist feature, 282–283
- gestures
  - overview, 27–30
  - VoiceOver and, 171, 175
- globe, interactive, 363
- Gmail app, 246
- Goodreads app, 253
- GoodRx app, 254
- Google Calendar app, 374
- GPS (global positioning system), 351
- group calls, 136–137
- group chats, 150
- grouping
  - notifications, 397–398
  - tabs in Safari app, 217–219
- Guided Access, 184–186

H

- Handoff feature, 100
- haptic touch, 27
- hardware
  - A15 Bionic chip, 8
  - to use FaceTime, 130
- HDR (high dynamic range) feature, 321–322
- headphones, 310–311
- Health app
  - apps compatible with, 407–408
  - becoming organ donor, 410–411
  - equipment compatible with, 408
  - importing and exporting data, 414
  - Medical ID, 405–406, 408–410
  - overview, 54, 404–407
  - sharing data, 414–416
  - viewing data, 411–413
  - viewing health records, 416–417
- health records, viewing, 416–417
- hearing aids, connecting, 176–177
- Hide Alerts feature, 150
- high dynamic range (HDR) feature, 321–322
- Home app, 54, 161–162
- Home button
  - accessibility features, 183
  - overview, 19–20
- Home screen
  - App Library, 31–34
  - dock, 24–25
  - hiding, 33
  - managing apps on
    - adding, 11
    - organizing, 258–261
    - removing and deleting, 11, 32–33
  - parallax feature, disabling/enabling, 28, 176
  - playing music from, 305
  - searching in, 38–39
  - wallpaper, changing, 169–171
  - widgets, 39–40
- Home Sharing, 305, 343
- HomePod, 312

I

- iCloud
  - backing up data via, 429–430
  - benefits of, 17
  - Downtime settings and, 76
  - email account, 228
  - enabling, 67
  - Find My app and, 427
  - overview, 15, 64–66
  - ringtones and, 122
  - sharing photos via, 334
  - storage, 65–67
  - syncing with
    - Apple devices, 22
    - bookmarks, 222
    - contacts, 114–115
    - ebooks, 293
    - music library, 302
    - reminders, 390–391
    - settings, 67–68
- images. *See* photos
- iMessage. *See* Messages app
- importing data to Health app, 414
- incoming calls, 99–101
- Instagram app, 271, 278
- Internet. *See also* Safari app
  - connecting to, 17, 210–211
  - downloading files from, 223–224
  - FaceTime app and, 130–131
  - icon in status bar, 51
  - iPhones and, 22–23
  - navigating via Siri, 205–206
  - Siri and, 194
  - syncing devices via, 61–64
  - updating iOS, 42

invitations, Calendar app, 370
iOS
  overview, 8–11
  updating, 17, 41–42, 426–427
iPhones
  box contents, 18–19, 310
  built-in stereo speakers/microphones, 20
  buying, 18
  cellular carrier service
    connecting to Internet and, 210
    downloading using data, 68
    FaceTime app and, 134
    GPS, 351
    overview, 16–18
    unlocked, 18
  extending warranty of, 8–9
  Home button, 19–20, 183
  Internet connectivity and, 22–23
  key features of newest
    A15 Bionic chip, 8
    5G cellular wireless technology, 8
    Ceramic Shield, 9
    Do Not Disturb mode, 10
    dust resistance, 8–9
    Focus mode, 10
    MagSafe charging, 9
    splash resistance, 8–9
    water resistance, 8–9
  Lightning connector, 19–20
  locking, 55
  migrating from Android device, 23–24, 70
  model comparison, 11–15
  protecting with case, 421–422
  rebooting, 425
  ring/silent switch, 19–20
  side button, 19–20
  storage capacity, 15–16
  turning off, 55–56
  turning on, 23–24
  unlocking
    with Face ID, 46–47
    overview, 56
  Upgrade Program, 15
  volume up/down buttons, 20
iPhone User Guide, 174
iTunes account, 59–60, 85–87
iTunes gift card, 60
iTunes Match, 302
iTunes Store app
  buying, 283–285
  Family Sharing, 287–288
  overview, 54, 281–283
  renting, 285–286
  using Apple Pay and Wallet, 287
  videos, 344–346

K

keyboards
  accessibility features for, 186–188
  emojis, 37
  overview, 34–38
  QuickPath, 38
  shift key, 36–37
  shortcuts, 35–36
  toolbar in Reminders app, 387
Keychain app, 67
keypad in Phone app, 92–93

L

LED Flash for Alerts, 180
leveling objects with Measure app, 160–161
Lightning connector, 19–20, 310
Lightning-to-USB cable, 18, 58
LinkdIn app, 118–120
live photo, 322
live text, 10
location access, enabling, 153
locking
  iPhones, 55
  screen orientation, 50–51
Lost Mode, 429
low power mode, 424
lyrics, 308–309

M

magnetic north, 154
Magnifier app, 174
MagSafe charging, 9, 59
Mail app
  adding email account, 228–230
  archiving email, 248
  attachments, 235
  composing, 236–237
  creating events, 245–246
  creating VIP list, 249–250

- deleting email, 247–248
- drafts, 237
- flagging email, 243–245
- formatting email, 238–241
- forwarding email, 234–236
- inbox, 232–233
- instant messaging vs., 138
- marking email as unread, 233, 243–245
- moving email, 248–249
- organizing email, 248–249
- overview, 53, 232–233
- replying to email, 234–236
- searching in, 242–243
- sending email, 206, 235–237
- setting up account, 230–232
- sharing contacts via, 125–127

maintanance tips. *See* troubleshooting/ maintenance tips

Maps app
- directions, 358–359
- displaying current location, 350–351
- Favorites, 355–356
- markers, 356–358
- new features in, 10
- overview, 53
- searching in, 355–356
- Siri and, 204
- 3D globe, 363
- viewing modes, 351–353
- voice instructions, 359–362
- zooming in/out, 353–354

markers, Maps app, 356–358

marking emails as unread, 243–245

Measure app, 158–161

Medical ID, 405–406, 408–410

memoji characters, 133–134

Messages app
- App Drawer, 145–147
- clearing conversation, 142–143
- group chats, 150
- Hide Alerts feature, 150
- overview, 52, 130
- reading messages, 141–142
- sending audio messages, 147–148
- sending emojis, 143–145
- sending messages, 140–141, 198
- sending photos, 148–149
- sending videos, 148–149
- setting up account, 138–139

messaging, scheduling reminder during, 387

microphones, muting, 102, 136

Microsoft Exchange account, 375

Mint app, 253

missed calls, 96–97

mono audio, 179–180

Move to iOS app, 23–24, 70

multi-touch screen
- gestures, 27–30
- overview, 24–27

Music app
- AirPlay, 312–313
- Family Sharing, 309
- headphones, 310–311
- Home Sharing, 305
- overview, 52, 300–302
- playback controls, 305–309
- playing songs from Home screen, 305
- playlists, 302–303
- radio, 313–314
- searching, 303–305
- shuffling music, 309–310
- Siri and, 202–203, 305
- spatial audio, 311–312
- streaming, 305, 312

muting microphones
- during calls, 102
- FaceTime app, 136

Myspace app, 118–120

N

navigating
- App Library, 31–33
- in Books app, 293–295
- gestures, 27–30
- overview, 24–26
- websites in Safari app, 213–215

News app, 53

Nike Training Club app, 254

nonresponsive iPhone, 425

Notes app, 53

Notification Center
- accessing camera via, 320
- Do Not Disturb mode
  - driving and, 104–106
  - enabling/disabling, 402
  - FaceTime app and, 135

Notification Center *(continued)*
    Favorites and, 103–104
    overview, 10, 400–402
    Phone app and, 103–104, 106–107
    setting up, 400–401
  Focus mode
    driving and, 104–106
    enabling/disabling, 402
    overview, 10, 400–402
    setting up, 400–401
  Notification Summaries, 394–395
  overview, 393–394
  types of notification, 396–398
  viewing, 398–399
Notification Summaries, 394–395
notifications
  accessing, 26
  adjusting volume of, 177
  alarms, 379–380
  App Limits, 80–81
  assigning text tone to contact, 122–123
  events and, 374–376
  filtering, 10
  Hide Alerts feature, 150
  LED Flash for Alerts, 180
  limiting, 10
  Mail app, 249–250
  stopwatch, 380–381
  timer, 380–381
  vibration setting, 178, 375–376

O

offloading apps, 263–265
operating system (OS)
  overview, 8–11
  updating, 17, 42
organ donor, Health app, 410–411
organizing
  emails, 248–249
  photos, 330–331
Outlook app, 246, 374
overlays, 190–191

P

parallax feature, disabling/enabling, 28, 176
parental controls, 85–87
passwords
  Screen Time, 74
  social media, 272
  for Wi-Fi connection, 211
Peak app, 252–253
Phone app
  adding contacts in, 92–93
  calls
    blocking, 101
    buttons available during, 101–103
    declining, 99–101
    ending, 93–94
    incoming, 99–101
    missed, 96–97
    muting microphone during, 102
    placing via Contacts app, 94–96
    placing with keypad, 92–93
    receiving, 99–101
    recent, 96–97
    returning, 96–97
    silencing, 101
  changing ringtone, 108–109
  Do Not Disturb mode
    contact permissions, 106–107
    overview, 103–104
  Focus mode, 104–106
  Handoff feature and, 100
  overview, 52
  replying to call via text message, 107–108
  setting reminder to call back, 107–108
phone noise cancellation, 180
photos. *See also* Photos app
  adding to contact, 116–118
  attaching to Reminders app, 389
  copying and pasting, 332
  saving from websites, 324–325
  sending as email attachment, 240
  sending via Messages app, 148–149
  setting as wallpaper, 169–171
Photos app
  capturing during video, 337–338
  editing photos, 117–118, 328–329
  organizing photos, 330–331
  overview, 52

  saving image
    from Measure app, 160
    from websites, 324–325
  sharing photos in, 331–334
  viewing albums, 326–327
  viewing photos, 327–328
Piano app, 254
pinching gesture, 28–29
pins, Maps app, 356–358
placing calls
  FaceTime app, 132–134
  switching to FaceTime from active call, 103
  via Contacts app, 94–96
  via FaceTime, 99
  via Phone app, 92–96
  via Siri, 92, 200–201
playback controls
  Music app, 305–309
  speeding up or slowing down, 157
  TV app, 345–346
playlists, 302–303
Podcasts app, 53, 314–318
press and hold gesture, 28
privacy
  Face ID, 46–47, 258
  on Internet, 211
  passwords
    Screen Time, 74
    social media, 272
    for Wi-Fi connection, 211
  Screen Time and, 74, 81–85
  Sign In with Apple feature, 60
  social media, 272–273
  Touch ID, 46, 258
Procreate Pocket app, 253
purchasing. *See* buying

Q

quick actions
  in App Library, 32–33
  overview, 27
QuickPath, 38
QuickTake, 337–339
QuickType, 35, 214
Quote Level feature, 238

R

Radio app, 313–314
Real-Time Text (RTT), 180
receiving calls
  FaceTime app, 134–137
  Phone app, 99–101
recent calls, 96–97
recording audio
  enhance option, 157
  in Voice Memos app, 155–158
reloading websites, 214
Reminders app
  lists, 389–390
  overview, 53
  reminders
    creating, 107–108, 201–202, 384–385
    deleting, 391–393
    editing, 385–387
    marking as complete, 391–393
    scheduling, 387–389
  syncing with devices, 390–391
renting in iTunes Store, 285–286
replying
  to call via text message, 107–108
  to emails, 234–236
retrieving files, 70
returning calls, 96–97
ring/silent switch, 19–20
ringtones
  assigning to contact, 122–123
  changing, 108–109
  for events, 374–375
  Find My app and, 429
  iCloud and, 122

S

Safari app
  address bar, 220–221
  bookmarks, 222–223
  browsing history, 219–220
  connecting to Internet, 210–211
  downloading files, 223–224
  navigating websites, 213–215
  new features in, 10
  overview, 52, 211–213
  saving image from websites, 324–325
  search bar, 220–221
  tabs, 215–219
  translating websites, 225
scanning documents, 241

scheduling
  Downtime, 75–76
  Focus mode, 401
  reminders, 387–389
scientific calculator, 153
screen protectors, 168
Screen Time
  App Limits, 78–81
  Downtime
    app permission, 76–78
    overview, 75–76
  overview, 72–75
  parental controls, 85–87
  privacy and, 81–85
screen
  accessibility feature, 175
  adjusting brightness, 168–169, 295–296
  capturing, 325
  cleaning, 22, 420–421
  dimming, 423
  locking orientation of, 50–51
  model comparison, 14
  multi-touch, 24–27
  rotating, 25–26
searching
  in App Library, 31–32
  in App Store, 255–256
  in Books app, 289–292
  in Calendar app, 376
  for contacts, 94–95, 123–125
  for email, 242–243
  Files app, 69
  in Home screen, 38–39
  in Maps app, 355–356
  in Music app, 303–305
  in Safari, 220–221
Settings app
  adding and setting up email account, 228–232
  changing default web browser, 211
  connecting to Internet, 210–211
  default download location for files, 223
  enabling/disabling silencing feature, 101
  Facebook app and, 275–276
  offloading apps, 263–264
  overview, 25–26, 54
  Quote Level feature, 238
  Screen Time
    App Limits, 78–81
    Downtime, 75–78
    overview, 72–75
    parental controls, 85–87
    privacy and, 81–85
  setting up Focus mode, 400–401
  Smart HDR, 322
  updating iOS, 42, 426–427
sharing
  contacts, 125–127
  ETA in Maps app, 359–360
  files, 70
  health data, 414–416
  Medical ID, 409–410
  photos, 323, 331–334
  via AirDrop, 45
Shazam app, 203
Shortcuts app, 54
shuffling music, 309–310
side button, 19–20
Sign In with Apple feature, 60
signing in/out, 60
silencing calls, 101
Sina Weibo app, 118–120
Siri
  activating, 194–196
  adding events with, 372
  capabilities of, 197–199
  creating events, 202
  creating reminders, 201–202
  Dictation, 206
  enabling/disabling, 194–197
  getting directions, 204
  onscreen context and, 111
  placing calls via, 92, 200–201
  playing music, 203, 305
  searching the web, 205–206
  sending email, 206
  Shortcuts app and, 54
  suggestions, 200
Skype app, 254
Sleep mode, 55–56
Smart HDR, 322
social media
  apps, 273–274
  Facebook, 118–120, 271, 274–277
  field in Contacts app, 118–120
  Flickr, 118–120
  Instagram, 271, 278
  instant messaging versus, 138
  LinkdIn, 118–120

  - Myspace, 118–120
  - privacy, 272–273
  - sharing photos via, 331–332
  - signing into with Apple ID, 60
  - Sina Weibo, 118–120
  - Twitter, 118–120, 271, 277–278
- songs
  - playback controls, 306–308
  - playing from Home screen, 305
  - playing via Siri, 203
- Spark app, 246
- spatial audio, 311–312
- speaker, accessibility feature for, 179–180
- speakerphone feature, 102
- splash resistance, 8
- Spoken Content, 175
- Sprint, 18
- status bar, 28, 50–51
- Stocks app, 53
- stopwatch, 380–381
- storage
  - HDR photos and, 322
  - iCloud, 65–67
  - model comparison, 14, 16
  - overview, 15–16
- streaming
  - defined, 15
  - music, 305, 312
- stylus, 420
- subscription services
  - Apple Arcade, 267
  - Apple Music, 302, 309, 314
  - iTunes Match, 302
- subtasks, 389
- subtitles, 178–179
- Sudoku app, 252
- swiping gesture, 25, 28–29
- syncing
  - bookmarks, 222
  - contacts, 114–115
  - defined, 22
  - devices via Wi-Fi, 61–64
  - Downtime settings, 76
  - ebooks, 293
  - with iCloud, 67–68
  - incoming calls and, 100
  - music library, 302
  - recordings in voice memos, 155

T

- tabs, Safari app, 215–219
- tapping gesture, 25, 27–28
- Tasty app, 252
- teletype (TTY) symbol, 180
- text
  - accessibility features, 171–173
  - bold, 175
  - deleting, 35–36
  - Dictation, 206
  - emojis
    - keyboard for, 37
    - memoji, 133–134
    - replacing feature, 145
    - sending, 143–145
  - enlarging, 175
  - formatting, 238–241
  - increasing legibility of, 176
  - managing in Books app, 296–297
  - QuickType, 35, 214
  - typing, 34–38
- text messages, replying to call via, 107–108. *See also* Messages app
- 3D globe, 363
- 3D Touch feature, 232
- timer
  - camera, 322
  - Clock app, 380–381
- T-Mobile, 18
- Touch ID, 46, 258
- Translate app, 55, 162–166
- translating websites, 225
- Travelzoo app, 254
- trimming videos, 340
- troubleshooting/maintenance tips
  - backing up data with iCloud, 429–430
  - battery, 424
  - cleaning iPhone screen, 22, 420–421
  - extending battery life, 422–424
  - finding missing Apple device, 427–429
  - Force Restart, 56, 425
  - nonresponsive phone, 425
  - protecting with case, 421–422
  - rebooting procedure, 425
  - updating iOS, 426–427
- true north, 154
- turning on iPhones, 23–24

TV app
  closed-captioning, 346–347
  iTunes Store, 344–346
  overview, 53, 340–341
  third-party providers, 342–343
Twitter app
  adding information in Contacts app, 118–120
  creating account, 277–278
  overview, 271
  sharing photos via, 331–332

U

unlocking iPhone, 46–47, 56
updating
  apps, 256, 265–267
  iOS, 41–42, 426–427
utilities
  Calculator app, 151–153
  compass, 153–154
  Home app, 54, 161–162
  Measure app, 158–161
  Translate app, 55, 162–166
  Voice Memos app, 155–158

V

vCard format, 126
Verizon, 18
vibration setting, 178, 375–376
videos. *See* Camera app; TV app
Voice Control, 189–191
voice instructions in Maps app, 359–362
Voice Memos app, 155–158
voicemail, 99–100
VoiceOver
  overview, 173–176
  setting up, 171–173
volume
  adjusting, 177–178
  buttons for controlling, 20
  Music app, 307

W

Wallet app, 54, 287
wallpaper, changing, 169–171
water resistance, 8
Weather app, 10, 53
web browser. *See* Safari app
websites
  autofill and, 214
  navigating, 213–215
  reloading, 214
  saving images from, 324–325
  tabs, 215–219
  translating, 225
  zooming in/out, 212
widgets, 39–40
Wi-Fi connection
  connecting to, 210–211
  icon in status bar, 51
  Messages app and, 138
  syncing devices via, 61–64
wireless charging, 9, 59, 422
wireless headphones, 310–311
Wolfram|Alpha app, 197, 205
Workout app, 404
world clock, 378

Y

Yahoo! Mail app, 246
Yelp, 358

Z

zooming in/out
  accessibility features, 174
  camera, 323
  gesture, 28
  Maps app, 353–354
  scaling photo, 117–118
  websites, 212

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Dedication

To my wife, Cindy — you make my (and our) world go 'round. Love you, lady!

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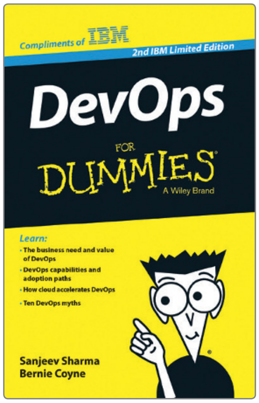
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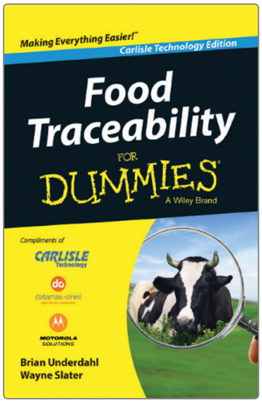
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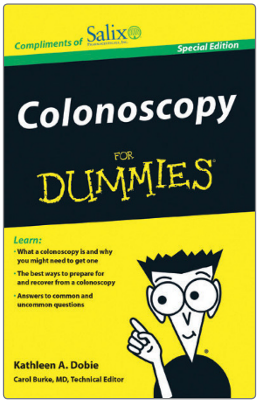
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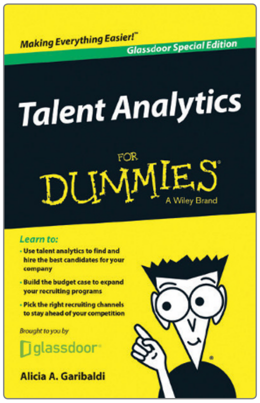
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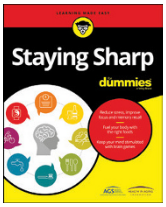
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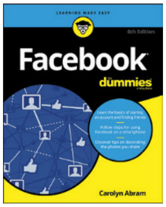
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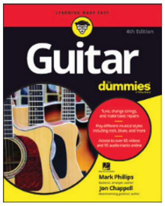
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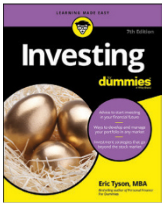
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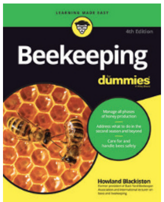
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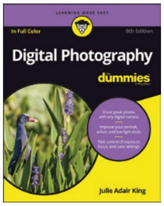
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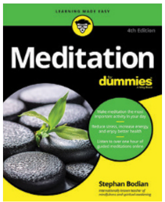
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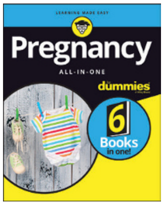
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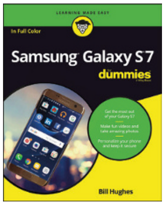
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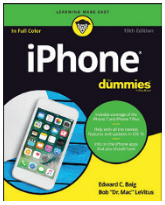
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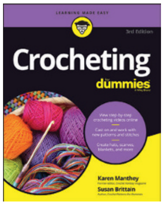
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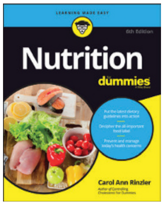
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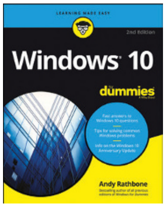
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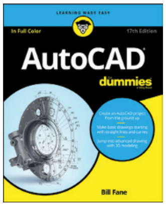
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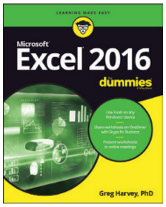
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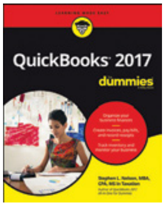
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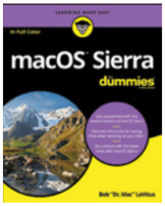
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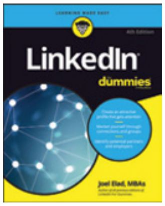
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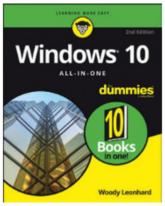
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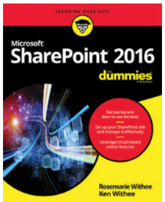
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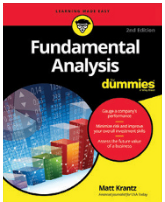
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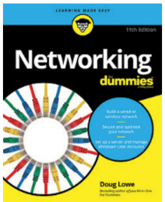
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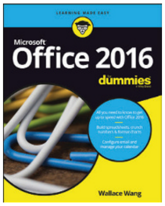
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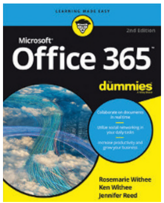
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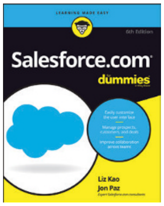
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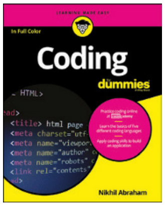
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